

**SEND
Administrator
Vanguard School**

Job Pack



Liberty
Academy Trust

SEND Administrator

Vanguard School

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| Salary: | Circa £12k to £14k (based on c£25k to £28k for a full-time role.) |
| Basis: | Part time (20 hours per week); Term-time plus (45.8 weeks per year) |
| Location: | Vanguard School, Lambeth, London |

About Us



Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.

We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

The Vanguard school in Lambeth opened in 2020 and provides a curriculum for students from across the spectrum who have a range of learning needs. The school provides opportunities for the development of a wide range of independent living skills, focusing on community inclusion.

Welcome from the CEO



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within Liberty Academy Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive

Our **core purpose** is to deliver an education for our children that meets their **needs, aspirations and interests**; and prepares them well for **adulthood**.

About the Role



Thank you for your interest in this opportunity at Vanguard School.

As SEND Administrator, you will play a key role in supporting our children and young people by providing administration and organisational support to our work around special educational needs and disabilities. Working with our SEN Coordinator and our wider team, you will be involved in record keeping and compliance, and liaison with parents, carers and others.

What We're Looking For

- Strong **administrative skills** and **excellent attention to detail** are essential.
- You'll demonstrate **proactive and collaborative** approach to working with diverse stakeholders.
- You'll have the **ability to communicate effectively and sensitively** with a range of different people, including a good standard of written and spoken English.
- You'll demonstrate a high degree of **resilience and professionalism**.

The role is term-time only, 20 hours per week. We are happy to discuss with the preferred candidate a suitable working pattern across the week.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Rachael Clements, Principal

We support the whole child, offering a balance of **personalised teaching** and **therapeutic support** as standard.

Job Description

Purpose

- Provide administration and organisational support to our work around special educational needs and disabilities.

Key Responsibilities

SEND Provision and Record-keeping

- Oversee the maintenance and security of pupil records including medical; parental consents; FSM/PP data; and any updates to pupil data received.
- Maintain and regularly update the SEND register, ensuring accurate categorisation of needs and provision levels.
- Oversee the creation and submission of the termly School Pupil Census.
- Maintain accurate registers and the provisions of associated returns e.g. attendance data.
- Maintain the student transport register.
- Oversee and manage pupil referrals and admissions and destination leavers.
- Oversee and maintain suspension and exclusion documentation and records.
- Support the SENCO in maintaining provision maps and tracking interventions for SEND pupils.
- Ensure timely follow-up on EHCP (Education, Health and Care Plan) reviews, amendments; liaise with the Local Authority regarding outcomes and funding.
- Act as a point of contact for parents/carers of SEND pupils regarding administrative queries and meeting arrangements.
- Ensure all pupil data is handled in accordance with GDPR and school data protection policies.
- Stay updated on changes to SEND legislation and guidance, and support dissemination of relevant updates to staff.

Administration and Support

- Provide administrative support to the SENCO, including scheduling annual review meetings, preparing documentation and taking meeting notes.
- Ensure local finance systems and controls meet all Liberty policy and legal requirements including compliance with the Liberty Finance Manual and the Academy Trust Handbook.
- Provide the central team and local leadership with relevant and accurate financial information, including termly forecasts, to enable appropriate decision making and development of accurate school improvement plans.
- To support external visitors relevant to pupil meetings and ensure all visitors are signed in adhering to safeguarding procedures.
- To answer routine telephone and face-to-face enquiries.
- Maintain effective professional relationships with colleagues.
- Develop effective professional relationships with families and external stakeholders.
- Liaise with feeder schools to book admissions and transition visits.
- Support the school's wider administrative team as required.

General

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the broader life of the school and the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students.
- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Person Specification

Essential

Qualifications, Training and Knowledge

1. Educated to Level 2 or equivalent in English and Maths.
2. General understanding of GDPR requirements.

Skills and Experience

3. Administrative experience, including setting up and maintaining confidential record-keeping systems.
4. Excellent organisational skills; self-motivated, highly responsive and able to manage a busy workload to a high standard with minimal supervision.
5. Good written and verbal communication skills
6. Ability to build strong relationships with a diverse range of internal and external stakeholders at senior level.
7. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.

Personal Qualities and Attributes

8. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
9. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
10. Resilience and maturity; able to deal effectively with difficult situations.
11. A flexible approach.
12. Proven ability to work effectively and empathically.
13. A demonstrable commitment to continuing professional development.

Desirable

14. Understanding of Multi Academy Trusts, how they operate and are governed, and how these apply in special school settings.
15. Knowledge of educational practices, policies and expectations, ideally to include in relation to pupils with special educational needs.
16. Educated to degree level or hold an administrative qualification.

Our three core values of **courage**,
determination and **teamwork** drive positive
change.

Recruitment Process

Application deadline: 23:59 on 26th November 2025

Interviews Week commencing 1st December 2025

We are dedicated to equity, diversity, inclusion and belonging. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

