



# SHENFIELD HIGH SCHOOL

SEND ADMINISTRATOR ASSISTANT  
NOVEMBER 2025

Information for candidates

# SEND ADMINISTRATOR ASSISTANT

Required November 2025

## The role

Join our supportive team in a rewarding role as a SEND Administrative Assistant, perfect for someone passionate, personable, and ready to make a lasting impact. The successful candidate will play a vital role in supporting our inclusive education environment.

The successful candidate will be detail-oriented and committed to ensuring every student receives the support they need. S/he will thrive in a collaborative, fast paced setting.

S/he will make a genuine commitment and input positive contributions within the careers department, thinking outside of the box and designing a comprehensive careers programme that moves with the times.

## Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

### We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Continuous CPD programme including NPQs and National College qualifications
- Employee Assistance programme
- 24-hour access to a GP

### We can also offer you:

- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement
- Discounted childcare during half-terms
- On-site parking

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: [c.watson@shenfield.essex.sch.uk](mailto:c.watson@shenfield.essex.sch.uk)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

## Job details

**Start date:** October 2025

**Salary:** Scale 5, point 9 – 15. Plus fringe allowance £706.

- *Full-time equivalent: £27,115 - £28,418 including fringe*
- *Pro-rata'd salary: £15,285 - £16,018 including fringe allowance.*

**Working Hours / Weeks:** Term time only (38 weeks)

- 25 hours per week

**Contract type:** Permanent

**CLOSING DATE: 30<sup>th</sup> September 2025**

### Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - [www.shenfield.essex.sch.uk](http://www.shenfield.essex.sch.uk).

**Please Note** - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# **JOB DESCRIPTION: SEND ADMINISTRATIVE ASSISTANT**

**Reporting to:** SENCo Team Leader / Deputy SENCo Team Leader & SLT Link

## **Overall Purpose of Post**

Under the direction of the SENCo the position holder will support the SEND department to provide and maintain comprehensive administrative support to the SEN processes and systems – updating data on the systems and taking responsibility for setting up meetings as needed.

## **Main purpose**

- Provide a full and responsive secretarial and administrative support service to include such things as copy typing, producing standard letters, taking telephone messages, email correspondence, making diary appointments and making arrangements for visits.
- Assist administration of and processing of testing and access arrangements for examinations.
- Provide administrative support in meetings with the SENCo as and when required.
- Maintain computerised systems such as SIMS for student data, logging relevant SEN data etc.
- Maintain specific SEN pupil files, ensuring all information is up to date and readily accessible for the department.
- Liaise with parents and carers to book annual reviews and termly SEN Support parent meetings.
- Support interventions team with administrative tasks, including support of SEND academic and well-being interventions.
- Support SENCo with student transition, liaising with primary schools and scheduling meetings with primary school SENCo and teaching staff.

## **Administrator**

- To work flexibly to meet key deadlines throughout the academic year.
- Assist in the production of data and related information as requested.
- Ensure full compliance with GDPR/data protection legislation and all other regulations.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SEND Administrative Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>English and Maths at GCSE grade 4 or equivalent</li> <li>Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Publisher and Power Point</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li><i>Ability to use / experience in using school information management system(s) such as SIMS</i></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Appropriate experience in administration</li> <li>Proven track record of effective working within a team</li> <li>Accurate written communication skills, including proof-reading</li> <li>Handling sensitive and confidential information in line with organisational requirements</li> </ul> <p><i>Desirable.</i></p> <ul style="list-style-type: none"> <li><i>Working in a school setting</i></li> <li><i>Knowledge of Special Educational Needs</i></li> <li><i>Administration involved in EHCPs</i></li> <li><i>Liaising with outside agencies</i></li> <li><i>Liaising with parents / carers</i></li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Effective and professional communication skills with the ability to engage young people.</li> <li>Ability to uphold and promote the ethos and values of the school</li> <li>Commitment to safeguarding and equality</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Always maintain confidentiality</li> <li>Flexible and adaptable</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li><i>Confident in the use of ICT as an educational engagement tool and in the tracking and reporting of student progress.</i></li> <li><i>Evidence of professional development relevant to the post</i></li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Positive values and attitudes and adopt high standards of behaviour in a professional role.</li> <li>A commitment to equal opportunities and inclusion</li> </ul>

## ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



SHENFIELD  
HIGH SCHOOL

RESPECTFUL  
RESPONSIBLE  
READY

Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools.



## SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

# THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson [c.watson@shenfield.essex.sch.uk](mailto:c.watson@shenfield.essex.sch.uk)

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk [e.kirk@shenfield.essex.sch.uk](mailto:e.kirk@shenfield.essex.sch.uk).
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

**Jamie Rigg**  
**Acting Headteacher**



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