



Bury Church of England High School

Haslam Brow, Bury, Gt. Manchester, BL9 0TS

Tel: 0161 797 6236

Email: offman@burychurch.bury.ch.uk Website: www.burychurch.bury.sch.uk

**11-16 Mixed Comprehensive School
NOR: 833**

Special Educational Needs (SEN) Administrator

37 hours per week term time + 5 days

including the September training day

Hours of work 8.00 am -4.00 pm with 3.30 pm finish one day per week

Grade 8 SCP 12 to SCP 17 , £22,183 to £24,491 pro rata

Actual Salary £19,387 to £21,404

Required to start as soon as possible after clearances received

The Governors are looking to appoint an experienced, suitably qualified administrator to join our dedicated SEN Department.

Currently the department supports around 20 pupils on an Education, Health Care Plan (EHCP) in addition to supporting a number of other pupils throughout the school who have range of special educational needs.

We are looking for someone that is able to co-ordinate the administration function of a busy department, work with a range of Management Information Systems and take minutes at meetings both internally and externally.

The role will involve being able to liaise sensitively with parents in a caring manner and often dealing with complex information.

Ideally the successful candidate will have experience of working in a school or alternatively a large, busy office environment where there is specific technical terminology used.

This is a newly created role and so is an exciting opportunity for somebody to review existing systems and develop new ones.

In exchange we offer:

- a generous annual leave allowance, starting on 26 days rising to 31 days after 5 years plus bank holidays. Annual leave for term time staff is paid monthly in a term time salary calculation incorporated in the actual salary shown
- a commitment to your continuing professional development and an opportunity for both formal and informal training
- positive and supportive working relationships. Please see our application pack for further details on what other colleagues say about working here!
- membership to the Greater Manchester Pension Fund with employer contributions
- access to a staff well being service

You must be willing to actively promote the Christian ethos and contribute to building the caring Christian community of the school.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The appointment is subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Application forms and further details are obtainable via the school website: www.burychurch.bury.sch.uk and completed application forms are returnable by email to recruitment@burychurch.bury.sch.uk or by post for the attention of the Headteacher.

Closing Date for applications: 9.00 am on Monday 19 July.

Interviews will take place on Thursday 22 July.

Shortlisted candidates will be invited for interview on 19 July via phone.

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HEADTEACHER: Mr S Braithwaite BA (Hons) NPQH

DEPUTY HEADTEACHERS: Mrs T Astley BEd (Hons) NPQSL, Mrs M Brothers BA (Hons)

ASSISTANT HEADTEACHERS: Mrs L Foster BA (Hons), Director of Mathematics, Mrs L Brannon-Barnett BA (Hons), Director of English, Mrs H Martin BA (Hons), Director of EBacc

July 2021

Dear Applicant

Re: Special Educational Needs (SEN) Administrator

Thank you for your interest in Bury Church of England High School. I hope the information provided here gives you what you require at this stage as you consider whether or not to apply for the post.

We are creating a true centre of excellence where every child and member of staff is valued and encouraged to **"let their light shine"**.

We are a school with a rich history which has served Bury for more than 250 years and which remains at the heart of the community. The school is a Church of England voluntary aided school where the Governors are the employer and staff have National Society contracts of employment.

We are proud of the school's good practice and high standards of achievement. Like any school we also have our challenges, but through our collective efforts, Governors, staff, parents and community partners are committed to improving the effectiveness of the school yet further. Our aim is to provide a high quality educational experience for our pupils as we help to prepare them for adulthood and lifelong learning.

If you can work collaboratively, are emotionally intelligent and resilient, then Bury Church of England High School is a good place to be. We were judged as 'Good' (February 2020) by Ofsted and Outstanding in our SIAMs Inspection (March 2017).

The Governors seek to appoint a well-qualified, innovative and committed individual who will support the values, aims and ethos of the school and work hard with us to help realise our vision.

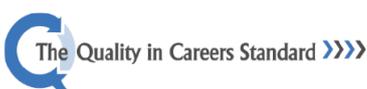
We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on our website. We hope you will find the details informative and of interest to you. If there is anything else you would like to know, please contact me and also, if you wish, we can arrange a tour of the school prior to you submitting an application.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful. Whatever the outcome, we thank you for your interest.

Yours sincerely,

Simon Braithwaite BA (Hons) NPQH
Headteacher



Why work at Bury Church CE High School as a member of the support staff team?

We asked some of our support staff colleagues what it is like to work here. We hope this information is of use to you!

Catering Manager

I have worked at Bury Church for the last 17 years; I enjoy working here because it is recognised that the achievements of the school are the results of the combined efforts of everyone and so I feel valued and included in the whole school community!

Finance Manager

Since day one at Bury Church, the staff made me feel very welcome and comfortable. The support I received during the transition from my previous school was exceptional and 3 years on I feel that I have made lifelong friends. It is lovely to work in a school where the ethos and team spirit shines through.

Office Manager

Having worked in my previous school for 10 years I was asked to come to Bury Church on secondment for six months. I wasn't sure at first as I was settled in my previous school but then again, I liked the idea of a new challenge. It worked out very well, so when offered a position permanently I was happy to stay. Nine years later I can say I made the right decision. I was made to feel welcome at the school and they were open to the new ideas I brought with me from my previous post. I have enjoyed the working relationships I have made and like how the school and my department has developed over the years. Can't see me leaving any time soon!

ICT Manager

I've worked at Bury Church for over a decade now and from day one I've always been treated as a valued part of the team. I've been given lots of exciting opportunities to utilise my skills and the school is committed to the personal development of its staff. If I was ever to move on from Bury Church, I know I would miss it greatly.

Job Description

Job Title:	SEN Administrator	Job Holder	
Department/Group:	Support Staff	Responsible for:	No direct line management responsibility
Level/Salary Range:	Grade 8	Reporting to:	SENDCo
Hours	Full Time Term Time + 5 days including September training day		
Safer Recruitment Statement			
Bury Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
All staff at Bury Church of England High School are required to:			
<ul style="list-style-type: none"> • uphold and promote the School Vision and current aims • uphold and promote the Christian ethos of the school • demonstrate through action the core value of Believe, Achieve, Inspire • support and contribute to the achievement of all students academically and pastorally • support and contribute to the school's responsibility for safeguarding all students • undertake professional development activities to enhance personal development and job performance • maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, staff and other stakeholders • comply with and actively promote all school policies and procedures including, safeguarding, child protection, health and safety, confidentiality and data protection • take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post. 			
Main Objectives of Role:			
<p>The post holder will be responsible for providing a quality administrative service to the SENDCo and SEN department</p> <p>The main objectives will be:</p> <ul style="list-style-type: none"> • facilitating annual reviews of EHCPs through the preparation of EHCP documentation, obtaining, collating and producing updated reports for the SENDCo, and arranging, attending and minuting the review meetings • maintaining the Additional Needs Register, under direction of the SENDCo • maintaining individual provision maps and pupil passports under the direction of the SENDCo • responsible for acquiring and collating SEND information and records from previous school placement and uploading to school records systems during any transition • liaising with parents and external agencies in a professional supportive manner 			
Job Description			
Organisation			
<ul style="list-style-type: none"> • Deal with complex enquiries from staff, pupils and parents with regards SEN information • Manage and organise EHCP meetings and other meetings as requested by the SENDCo • Work with staff, parents and students to facilitate completion of relevant forms • Contribute to the planning, development and organisation of support service systems, procedures and policies to ensure the operation of effective SEN information management and communication within and beyond the school. • Maintain, manage and organise the SEN register, pupil passports and other SEN data • Work within the school's policies and protocols regarding data storage and management so that the school complies with the General Data Processing Regulation 			
Administration			
<ul style="list-style-type: none"> • Manage manual and computerised record/information systems including organising and managing files on the various MIS • Create pupil passports, update and save to relevant MIS 			

- Prepare reports for EHCP review meetings, obtaining and collating updated information from staff and extracting from SIMS any relevant progress data to inform assessment and decision making.
- Attend and participate in relevant meetings including taking minutes at EHCP & SEN department meetings
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide administrative and organisational support to SENDCo, ASD Teacher and other SEN staff/pastoral based staff
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. Local Authority / DfE
- Undertake typing and word-processing and complex IT based tasks

Resources

- Operate relevant equipment/complex ICT packages
- Research equipment and resources with a consideration for value for money and place purchase orders on behalf of the SEN team, staying within set budget
- Provide advice and guidance to staff, students and others on SEN related issues
- Undertake research and obtain information to inform decisions on SEN related issues
- Assist with marketing and promotion of the school

Communications

- Attend school events such as Year 6 transition meetings to support the SENDCo with any administrative requirements
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with student and staff queries, consulting with the SENDCo as required. Ensure that action is prompt and followed-up and records kept
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update relevant areas on the staff intranet
- Create weekly student bulletin for staff

General responsibilities

- Work collaboratively with a range of internal and external partners to ensure that SEN services are being delivered effectively, seeking feedback via questionnaires and where appropriate take action to effect improvements
- Keep abreast of best practice, legislative changes and new developments in relation to your areas of responsibility to continuously develop and improve knowledge and skills
- Some flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines
- Meet regularly with the SENDCo

Safeguarding of Children and Young People

The post holder is responsible for promoting and safeguarding the welfare of all children and young people with whom they and their team come into contact.

All Staff at Bury Church of England High School will:

- seek to be positive and build up the common good through their own individual contribution to school life
- continue personal and professional development as agreed, sharing best practice with others
- be courteous to pupils, parents, staff, visitors, and contractors and provide a welcoming environment to all
- follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description
- engage actively in the performance review process
- promote equality and celebrate diversity, seeking to reduce disadvantage and to encourage aspirations and participation from people who might not otherwise join in

This job description is current at the date shown but, following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the role which are commensurate with the salary and job title. It will be reviewed annually.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be so construed. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Postholder:		Date:	
Head:		Date:	
Last Updated:	July 2021		

Person Specification SEN Administrator

Note to applicants:

Please provide evidence and examples in your application of how you meet the required criteria.

	Criteria	Essential/Desirable	MOA(*)
(*) Method of Assessment A= Application I=Interview /Test			
Qualifications	5 A*-C GCSEs including English & Maths	E	A/Certificate
	NVQ Level 2 in Business Administration or willingness to work towards this qualification	E	A//Certificate
	A Level /NVQ Level 3 in Business Administration	D	A/Certificate
	ECDL	D	A/Certificate
Experience	Minimum of 2 years successful experience working in a relevant administrative environment.	E	A/I
	Experience of working in a school office environment	D	A/I
	Experience of diary management electronically and paper based	E	A/I
	Experience of delivering to deadlines and prioritising workload effectively for maximum productivity	E	A/I
	Experience of taking minutes informally	E	A/I
	Experience of taking formal minutes	D	A/I
	Experience of SIMS	D	A/I
	Experience of statistical returns	D	A/I
Skills	Strong ICT and excellent administrative skills i.e. word processing, data bases, spreadsheets, e.communication	E	A/I
	Excellent personal numeracy and literacy skills	E	I
	Excellent planning and organisations skills	E	A/I
	Problem solving and analytical skills	E	A/I
	Excellent communication and interpersonal skills with the ability to persuade, motivate and negotiate	E	A/I
	Able to deliver excellent customer service internally and externally	E	A/I
	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	E	I
	Able to form positive and supportive relationships with young people, promoting a positive ethos and being a role model	E	I
Knowledge	Awareness of relevant policies/codes of practice and relevant legislation in relation to SEN	E	A/I
	General awareness of inclusion, especially within a school setting	E	A/I
	Awareness of current issues in education	D	I
Work related circumstances – professional values and practices Bury Church of England High School	Willing to support the Christian Ethos of the school	E	I
	Willingness to work occasionally outside of normal hours e.g., open evening.	E	I
	Able to work in a busy school environment and relate effectively with young people and adults	E	I
	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	E	I
	This post is subject to an enhanced disclosure from the Disclosure & Barring Service	E	Satisfactory DBS after interview