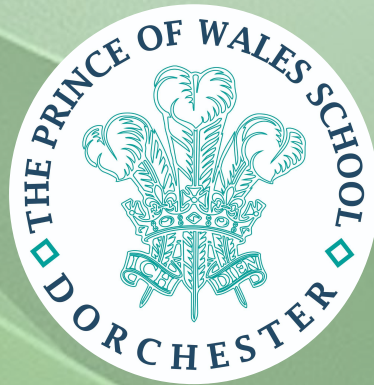


CANDIDATE INFORMATION PACK



SEND Administrative Role

The Prince of Wales School

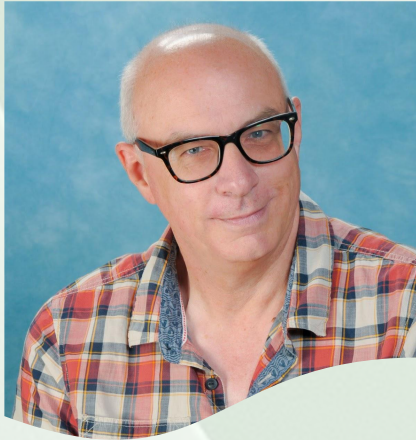
“Where we are all inspired to learn”

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1. MESSAGE FROM THE CHAIR OF GOVERNORS



Dear Prospective Applicant,

Thank you for showing an interest in applying for the role of SEND Administrative Officer at The Prince of Wales School.

We are immensely proud of our vibrant learning community.

We operate as an inclusive, LA-maintained First School, featuring both a Governor-Led Pre-School and a specially resourced Physical Disability Base.

Our vision is simple yet profound: "Where we are all inspired to learn." We seek to be an exceptional school where children grow into confident, enthusiastic and happy learners who develop their abilities to the full.

We would be happy to arrange an informal discussion or a visit to the school. Good luck with your application and I hope to meet you soon.

Mr Simon Pearce

Chair of Governors, The Prince of Wales School

2. OUR SCHOOL AT A GLANCE



The Prince of Wales School is an innovative and highly inclusive LA Maintained First School catering to children from the very beginning of their educational journey.

- **Age Range:** 2 to 9 years old (Pre-School to Year 4).
- **Number on Roll:** 155 pupils (Reception to Year 4)
- **Specialist Provision:** We host a Physical Disability Base with 8 specially resourced places.
- **Childcare Provision:** We offer a Pre-School, Breakfast Club and After School Club.
- **System Leadership:** The school actively acts as a Teacher Training Partner and Training Centre, supporting other settings across the region.
- **Latest Inspection:** June 2025

3. THE LOCAL & SURROUNDING AREA



The County of Dorset

Located in the heart of beautiful Dorset, The Prince of Wales School offers an unparalleled quality of life. Dorset stretches from Lyme Regis in the west to Christchurch in the east, characterised by its rolling rural landscapes, picturesque villages and vibrant coastal towns.

The Community

The school is deeply embedded in the local community. We leverage the support of local families, businesses and organisations to offer a wide range of high-quality learning experiences. Our community takes immense pride in the school's inclusive culture and the exceptional personal development of our young people.

4. CURRICULUM, EARLY YEARS & PERSONAL DEVELOPMENT



Early Years

Our Early Years provision is self-evaluated as 'Exceptional'. Starting from our governor-led pre-school, we provide an outstanding foundation for our youngest learners, ensuring they are perfectly primed for their transition into the main school.

Curriculum and Teaching

Leaders have developed a dynamic, ambitious and well-sequenced curriculum that is underpinned 'Building Learning Powers' characters and carefully shaped by the school's unique context. We encourage ambitious, creative learners who adapt to and embrace challenges, equipping them for lifelong learning.

Personal Development

Personal development and wellbeing are at the absolute heart of our work:

- The POW Passport: This provides a structured, cumulative framework for cultural, social, and character development from age two onwards.
- Rich Experiences: Pupils participate in a well-planned range of meaningful experiences, including residential visits, theatre performances, faith visits and enterprise projects.
- Global Citizenship: Pupils develop respect for difference and a secure understanding of British values through global partnerships, including our active links with schools in Kenya and Ukraine.

5. EXCEPTIONAL INCLUSION & THE PHYSICAL DISABILITY BASE



Inclusion is a defining feature of The Prince of Wales School. It is not an add-on; it is the fabric of who we are.

Positive Culture & Wellbeing

The strong culture of belonging and care is reflected in our pupils' improving attendance and positive behaviour. Staff are highly attuned to the emotional needs of pupils, providing responsive, timely support through therapeutic approaches, regular check-ins and targeted interventions such as ELSA. Pupils are taught the strategies and language needed to regulate their emotions, supporting them to feel calm, safe and ready to learn.

The Physical Disability Base

We are incredibly proud to host a specially resourced Physical Disability Base, providing eight dedicated places. This provision ensures that children with significant physical disabilities are fully integrated into mainstream school life, receiving bespoke therapeutic and educational support while enriching the diversity and empathy of our entire school community.

6. JOB DESCRIPTION



Post: SEND Administrative Officer

Responsible To: SENDCo

Job Purpose:

As our SEND Administrative Officer, you will play a vital role in ensuring that every child receives the support they need to thrive.

Working alongside our SENDCo, Headteacher and wider staff team, you will provide high-quality administrative support that underpins the school's inclusive practice. Your work will help ensure statutory processes run smoothly, families feel supported and pupils with additional needs receive timely, well-coordinated provision.

This is far more than an administrative role. It is an opportunity to make a genuine difference to the lives of children and their families by ensuring every detail is managed with care, professionalism and compassion.

What does the role entail?

Supporting SEND Provision

- Coordinate annual reviews, SEND meetings and EHCP administration.
- Prepare and distribute meeting paperwork and reports.
- Monitor statutory timescales and ensure deadlines are met.
- Maintain accurate SEND records using Arbor and other school systems.
- Support the SENDCo with referrals and documentation for external agencies.
- Collate evidence for statutory assessments and reviews.

Working with Families and Professionals

- Act as a welcoming first point of contact for parents and carers.
- Liaise professionally with teachers, support staff, the Local Authority and external agencies.
- Arrange meetings and manage SEND diaries.
- Respond to enquiries with sensitivity, empathy and professionalism.

Keeping Everything Running Smoothly

- Maintain organised, confidential and GDPR-compliant records.
- Support the preparation of reports and documentation.
- Ensure information is accurate, up to date and easily accessible.
- Help the SEND team deliver an efficient, responsive and child-centred service.



We're looking for someone who is:

Organised

You enjoy planning ahead, managing competing priorities and ensuring nothing is overlooked. You are able to manage multiple deadlines whilst maintaining accuracy and attention to detail.

Compassionate

You understand that families may be navigating challenging situations and communicate with warmth, empathy and professionalism. You build positive relationships with children, parents, colleagues and external professionals.

Digitally Confident

You are confident using a range of IT systems and software, including Microsoft Office, Arbor (or similar Management Information Systems), email and cloud-based platforms. You are comfortable learning new technologies and using digital tools to improve efficiency and organisation.

AI Ready

You are open to using Artificial Intelligence (AI) tools appropriately to support administrative tasks such as drafting documents, summarising information, improving written communication and increasing efficiency. You understand the importance of using AI responsibly, maintaining confidentiality and ensuring all work is checked for accuracy before use.

Detail Focused

You take pride in producing accurate work, maintaining confidential records and ensuring statutory deadlines are met. You understand the importance of handling sensitive information with discretion.

A Great Team Player

You enjoy working collaboratively, are willing to support colleagues and contribute positively to the wider life of the school.

Proactive

You work independently, use your initiative and can recognise when matters need escalating to the SENDCo or Headteacher.

Committed to Inclusion

Above all, you share our belief that every child deserves to feel safe, known, valued and able to succeed. You understand the importance of your role in helping children and families receive the support they need.

Why this matters at Prince of Wales

At The Prince of Wales School, we believe technology should reduce workload and increase the time we spend making a difference to children. We are embracing digital innovation, including the thoughtful use of AI, to streamline administrative processes, improve communication and allow our staff to focus on what matters most—supporting children and families.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the postholder.

8. HOW TO APPLY



Salary Range: Grade 4 - £25185 - £25583 (FTE)

Contract Type: One Year Fixed Term - Term Time Only - 12 hours per week

Closing Date: Midnight Monday 20th July 2026

Interview Dates: Thursday 23rd July 2026

Start Date: 1st September 2026

Application Process:

To apply, please visit - <https://www.jobs.dorsetcouncil.gov.uk/>

Visits:

Visits to the school are warmly welcomed. Please contact the school office at office@princeofwales.dorset.sch.uk to arrange a tour.

9. RECRUITMENT PRIVACY NOTICE



The Prince of Wales School is the data controller for the information you provide during the recruitment process. Information provided will only be used for the purpose of progressing your application or fulfilling legal requirements. We will not share your information with any third parties or store it outside the European Economic Area.

Any offer of employment is subject to receipt of satisfactory references, an enhanced DBS check, and positive responses to other pre-employment checks regarding your suitability to work with children. The Prince of Wales School is fiercely committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.