

Context statement

Job title: SEND Administrative Assistant

Directorate/Service/Team: The Prince of Wales School – Inclusion and SEND Team

Organisation structure

Reporting to: SENCO

The postholder provides dedicated administrative support to the school's Special Educational Needs and Disabilities (SEND) provision. The role has no line management or supervisory responsibilities.

The role is based on 12 hours per week and is designed to operate flexibly, with approximately 2 hours per week worked on-site at school and 10 hours per week undertaken remotely from home. The postholder is expected to work independently, managing their workload in consultation with the SENCO to ensure statutory deadlines and administrative requirements are met.

Context of work

This role is a specialist administrative support position working exclusively within the SEND function of the school. The postholder will support the SENCO in ensuring that SEND administration, record keeping, correspondence and statutory processes are maintained accurately and efficiently.

The focus of the role is to provide administrative capacity that enables the SENCO to fulfil statutory responsibilities relating to children and young people with special educational needs and disabilities. This includes supporting the maintenance of confidential pupil records, coordinating documentation associated with SEND reviews and assessments, managing communications with parents, external agencies and professionals, and assisting with the administration of Education, Health and Care Plans (EHCPs).

Unlike a traditional school administrative role, this position is not part of the general school office function and does not provide routine reception, pupil, attendance, admissions, finance, HR or headteacher administrative support. The role is dedicated solely to supporting the school's SEND provision and inclusion agenda.

The postholder will be required to work with highly confidential and sensitive information relating to children, families and external professionals, exercising discretion and maintaining compliance with data protection requirements at all times.



Knowledge and experience of SEND processes, terminology and statutory requirements would be advantageous, enabling the postholder to effectively support the SENCO and engage confidently with professionals, families and external agencies involved in supporting children with additional needs.

Other Information

The role requires regular use of school management information systems, cloud-based systems and electronic communication platforms to support effective remote working. A school-issued laptop will be provided for the postholder's sole and exclusive use to enable secure access to school systems and confidential information whilst working remotely.

The postholder will be expected to attend school as required for meetings, training, SEND reviews and operational requirements, although the majority of working hours will be undertaken remotely.

The ability to converse at ease with parents, carers, professionals and colleagues and provide advice in accurate spoken English is essential for the post.

The postholder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check due to access to information relating to children and vulnerable young people and will be expected to promote and safeguard the welfare of children in accordance with the school's safeguarding and child protection policies.

Context statement prepared by:			
Manager	Corrine March (Deputy Head)	Date	09 July 2026

