



JOB ADVERT



ROLE: SEND Administrator

SCHOOL: Hamworthy Primary Schools: Twin Sails Infant & Nursery and Hamworthy Park Junior School

HOURS: 18 hours per week - Tuesday-Friday 8.30am-1.00pm (Term time only – 38 weeks)

SALARY: Grade D5 – 6 (£25,583 - £25,989 FTE) - Grade E7- 11 (£26,402 - £28,141 FTE) depending on experience.

Actual salary (D5-6 £10,406.72 - £10,571.88 per annum; E7-11 £10,739.88 - £11,447.27 per annum)

Both based on under 5 years continuous service

CLOSING DATE: Thursday 20th November- Midday

INTERVIEW DATE: Tuesday 25th November

START DATE: As soon as available

An exciting opportunity has arisen for a SEND Administrator to join our experienced, motivated and caring team at our Federation, which is part of the Hamwic Education Trust (HET).

We are seeking to recruit an administrator who will work under the direction of the Inclusion Lead and SENDCo, to support the schools' special educational needs provision.

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

Twin Sails Infant School & Nursery and Hamworthy Park Junior School are part of the Hamworthy Primary schools Federation. Both schools are four-form entry and set in beautiful surroundings, overlooking Poole Bay. Our caring, nurturing ethos underpins everything that we do. We all believe that every child deserves the very best education and a wealth of opportunities to achieve their full potential, and as a team we strive to achieve this.

‘Every Child, Every Day, Every Possibility.’

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

The role would involve a range of administrative and organisational duties, including: supporting effective communication and liaison between staff, parents and professionals; overseeing the calendar and scheduling for SEND events; coordinating and minuting meetings; organising documents and files, as well as a range of pupil data and information; auditing and maintaining resources and completing paperwork such as referrals and documents alongside teaching staff.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Can work under the direction of the SENDCo and Inclusion Leader, to contribute effectively to the SEND team
- Has excellent administration and IT skills
- Can work efficiently to complete tasks within time frames and deadlines
- Can communicate effectively and sensitively to a range of parties and professionals
- Is organised and methodical
- Can demonstrate a positive attitude and promote the ethos and values of the Federation

WE CAN OFFER THE RIGHT CANDIDATE:

- A school which ensures children are at the heart of everything that we do
- an experienced, hardworking and supportive team
- a friendly and supportive staff
- opportunities and specialist training for professional development within our schools and Trust – at any level of experience
- a fantastic induction programme

- excellent support at all levels, and a proactive approach to staff well-being, work-life balance and care for each person as an individual
- beautiful school grounds and stimulating learning environments.

THE HAMWIC EDUCATION TRUST CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members
- One paid wellbeing day per year (pilot scheme for 25/26)

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found on our website, and return to Anna Moore, HR Officer at recruitment@hamworthyprimaryschools.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE HILLARY PARTNERSHIP

The Hillary Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.