



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



SEND Admin Assistant - Recruitment Pack



WELCOME FROM OUR ASSOCIATE PRINCIPAL

Dear Applicant,

I am excited to introduce myself as the Associate Principal at The Grange Academy. We are a flourishing, mixed, non-selective secondary school and sixth form, based in Bushey, Hertfordshire, welcoming students from ages 11 to 18.

As part of the **Future Academies** family of schools, we share a commitment to high standards of excellence. With the support of our sponsors, we engage with the best teachers, leading universities, and prominent employers across the country to ensure our students are equipped with the **knowledge, aspiration, and respect** to achieve *libertas per cultum* — “freedom through education.”

We have been on a rapid improvement journey as a school and are now working on becoming the best school in the local area. For us, this looks like a school offering the following:

- An ambitious and accessible curriculum
- High expectations and disruption free learning for all students
- A broad range of enrichment opportunities
- A place where all professionals feel part of something whole, can thrive and develop.

Thank you for your interest in this role. We are looking for an experienced and enthusiastic SEND Admin Assistant to join our dynamic and supportive and collegiate team. This is an exciting opportunity for a committed professional to play a key role in shaping inclusive education and supporting children with special educational needs to thrive.

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact Emma Stevens, HR Manager via email e.stevens@thegrange.futureacademies.org.

We look forward to receiving your application.

Aziza Ajak

Associate Principal

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| JOB TITLE: | SEND Administrative Assistant |
| LINE MANAGER: | SENDCo |
| HOURS: | Part Time , FTE 0.5, 18.5 hours a week |
| SALARY: | £12.26 per hour |
| PLACE OF WORK: | The Grange Academy, London Road, Bushey, WD23 3AA |
| RIGHT TO WORK: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance. |
| ANNUAL LEAVE: | You are entitled to 28 days of annual leave, plus 8 statutory bank holidays. |
| STAFF BENEFITS: | <p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"> • A supportive ethos and concern for the well-being of all colleagues. • Excellent CPD opportunities and career progression. • Employer Contributions to Local Government or Teachers Pension Scheme. • Mintago – employee benefits platform. • Employee Assistance Programme. • Access to a Virtual GP • Eye Care Voucher scheme. • Salary sacrifice childcare |
| PROBATION PERIOD: | The post holder will be required to complete a 6-month probation period. |

JOB DESCRIPTION - MAIN RESPONSIBILITIES AND TASKS

- Update manual and computerised SEND record/information systems including those on Bromcom.
- Update and maintain the Annual Review calendar.
- Liaise closely via phone, Microsoft Teams email and post where required with the school's partners at Hertfordshire Local Authority, Chessbrook Education Support Centre and other relevant organisations.
- Assist with managing the SEND school's email traffic, ensuring the SEND team meets its expected response times and emails are forwarded to the relevant staff member as necessary; write and send email responses that are professional and uphold the school's vision and values.
- Manage and organise completed forms from parents/carers.
- Assist with organising parents'/carers' meetings and other events, including the organisation of rooms and equipment, and providing refreshments as required.
- Report any issues with the school's IT systems.
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed.
- Carry out filing, printing, and photocopying and follow school procedures.
- Book training courses for SEND staff.
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Maintaining records of SEND funding and expenditure.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Act as a first point of contact for parents/carers and visitors arriving at the school in the absence of the SENCO.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager.

PERSON SPECIFICATION

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| QUALIFICATIONS | <ul style="list-style-type: none"> GCSE's A-C in Maths and English |
| EXPERIENCE | <ul style="list-style-type: none"> Admin experience, ideally within education setting Experience with safeguarding practices, or an understanding of practices Experience in school/education setting |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> Knowledge of the SEND Code of Practice Highly organised Data analysis skills Effective communication and interpersonal skills Ability to build effective working relationships Ability to influence and negotiate Good record-keeping skills |
| PERSONAL COMPETENCIES AND QUALITIES | <ul style="list-style-type: none"> Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability Ability to work under pressure and prioritise effectively Commitment to the safeguarding and promotion of the welfare of all children and young people. Commitment to equality and Diversity |

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website.
[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **5pm on 23rd July**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email e.stevens@thegrange.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.