

SEND Administrator

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PenistoneGS



Are you a highly organised and proactive administrator with a passion for supporting children and young people with Special Educational Needs and Disabilities (SEND)? We are seeking a dedicated SEND Administrator to join our team and provide efficient, accurate and confidential admin support to the SEND function.

Contract: Permanent, full-time
Hours: 37 hours per week, term time only (39 week)
Working Pattern: Between core hours of 08:00am-16:00pm Monday to Friday
Salary Range: 4, SCP 7-11 (£26,403 – £28,142 per annum FTE equivalent) £22,976 to £24,489 per annum
Actual Salary: £24,489 per annum
Start Date: 1st September 2026

About the role:

This is an exciting opportunity to play a key role in coordinating processes, maintaining records and supporting colleagues, families and external professionals to ensure our students receive the best possible outcomes for all elements of our SEND provision. The successful candidate will have excellent organisational skills, strong attention to detail and a commitment to deliver a high-quality administration service in a busy and rewarding environment.

The SEND Administrator will hold responsibility for communication, general administration, SEND plans, risk assessments and referrals, and SEND data. Previous experience of working in a similar role would be advantageous.

A full job description and person specification is attached.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our ambition to achieve excellence through a values driven education. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 25% in the country with over 95% of students gaining entry to their preferred choice of university in 2025.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them. As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to Apply:

Please complete the Associate Staff Application form and return it to hr@penistone-gs.uk by no later than 10:00am on Tuesday 14th July 2026*

**Please note that we reserve the right to close the vacancy earlier if necessary.*

Interviews will be held on Wednesday 15th July 2026.

For any questions about this role, please contact Rebekah Williams (HR Officer) via email hr@penistone-gs.uk





SEND ADMINISTRATOR JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	SEND Administrator
Responsible to	SENDCO
Responsible for	No line management responsibility
Grade	Grade 4 (subject to Evaluation)
Purpose of the Role	To contribute to securing excellent outcomes for students by providing a comprehensive and effective administration service for all elements of SEND provision.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

MAIN DUTIES

The SEND Administrator holds the following responsibilities, all of which must be undertaken in line with agreed standard operating procedures and legislation:

Communication

1. Manage all external communication into the SEND department, responding to telephone enquiries and emails, and ensuring that any queries are responded to in a timely manner by all staff members.
2. Prepare and distribute communication to parents on behalf of the SEND team, via the appropriate communication network.
3. Communicate and disseminate information across the SEND team, and wider school effectively.
4. Prepare whole school and departmental communications on behalf of the SEND team.

General Administration

5. Undertake a range of administrative functions, to a high level, including data input, data manipulation, document presentation and word processing.
6. Take ownership of SEN displays within the department and around the whole school, to ensure they are relevant and eye catching, as required.
7. Manage diaries on behalf of the SEND leadership team and meet and greet any visitors to the SEND team.
8. Co-ordinate meetings; inviting relevant parties, preparing agendas and arranging hospitality.
9. Attending meetings to take minutes and distribute in a timely manner.
10. Co-ordinate the organisation of events, including preparation of action plans, liaising with staff, preparing costings, owning the purchasing and liaison with external providers where required.
11. Prepare a wide range of reports and documentation, to a high standard, using a range of packages including Microsoft Office.
12. To contribute to the development of policies and procedures within the SEND department.

SEND

13. Review written Education Health Care Plans as directed by the SENDCO.
14. Complete risk assessments for students with medical needs as required.
15. Work with the Transition Manager to support students new to school (Year 6 into Year 7 or in-year transfers) with SEND to ensure relevant information is captured and disseminated to appropriate staff members.
16. Monitor and track SEND referrals and communicate requirements with the SEND team.
17. Undertake First Aid duties within the department in the first instance, and around the wider school as required.
18. Support the SEND team by owning the administration of the Access Arrangements for all year groups.

MAIN DUTIES

Data

19. Create and own SEND reports within Bromcom as directed by the SEND leadership team
20. Ensure that all school systems are up to date with accurate information for SEND students, including Bromcom and CPOMS
21. Ensure that SEND record keeping is compliant with the Retention Schedule
22. Comply with all GDPR requirements

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies generally and specifically including those in relation to child protection and safeguarding.
3. To actively promote and undertake personal professional development and the professional development of colleagues.
4. To ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To ensure compliance with the school's procedures concerning safeguarding.
6. To actively participate in the appraisal process.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.

REVIEW ARRANGEMENTS

The details within this job description were revised in **June 2026** and will be reviewed annually as part of the Appraisal process.





SEND ADMINISTRATOR PERSON SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Responsible to	SENDCO
Responsible for	No line management responsibility
Grade	Grade 4 (subject to evaluation)
Purpose of the Role	To contribute to securing excellent outcomes for students by providing a comprehensive, effective administration service for all elements of the SEND Provision.

SKILLS AND ABILITIES	Essential	Desirable
Ability to organise own time and resources effectively to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to use a wide range of IT packages associated directly with the post, including Microsoft Office to a good standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm and work accurately under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to act upon direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acute attention to detail and able to present work to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience within a similar role	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of dealing with a variety of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Minimum of 5 grade C GCSE (or equivalent) qualifications including English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of further training and/or qualifications relevant to the post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current first aid qualification or willingness to train	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
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A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding of SEND in schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding and awareness of policies, particularly those relating to Safeguarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to deliver high quality customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A friendly, welcoming and approachable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to the safeguarding and promotion of the welfare of children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

