

SEND Administrator



Post Title: SEND Administrator
Scale Point: Grade C point 5 (£25,583.00 F.T.E) actual salary £19,242.37
Hours: 32.5 hrs per week - Monday to Friday (term time only).
Contract: Fixed term (potential of being made permanent for the right candidate) to from 03/09/26 - 31/08/27
Closing Date: Friday 3rd July 2026
Interviews: Planned for Wednesday 8th and Thursday 9th July 2026
** We reserve the right to close this advert early if a high volume of suitable applications is received. We do encourage early submission.
Organisation: Sherwell Valley Primary School - Torbay Council

Are you an exceptionally organised professional looking for a role where your administrative expertise directly impacts the lives and outcomes of children with additional needs? Do you thrive in a fast-paced environment where you can balance meticulous paperwork with meaningful, face-to-face connection? At Sherwell Valley, we are looking for a dedicated and proactive SEND Administrator to join our inclusion team. This is not a traditional behind-the-scenes office role; it is a vital, hands-on position where you will act as the operational engine of our SEND provision and a key point of contact for our school community.

As our SEND Administrator, your day will balance essential administrative partnership with active, pupil-facing duties:

- **Workload & Diary Management:** Act as the coordinator for the SENDCo and Inclusion Lead. You will manage their complex diaries, schedule statutory meetings, and ensure they are fully prepared for the day ahead.
- **Paperwork & Compliance:** Take ownership of the high volume of SEND documentation. This includes typing up meeting minutes, completing paperwork for multi-agency work with health & social care, preparing files for Education, Health and Care Plan (EHCP) annual reviews, and managing sensitive communications with parents, staff, external agencies and the local authority.
- **Assessments & Observations:** Conduct practical, school-based learning and behaviour assessments, and carry out structured classroom observations to gather crucial data for the SENDCo to review.
- **Parental Engagement:** Act as a warm, reassuring first point of contact for parents and carers, meeting with them to discuss administrative milestones, gather background information, and schedule review dates.
- **Active Playground Support:** Form a visible, reassuring presence for our children during their less structured times by leading and supervising outdoor play over the morning break and lunch periods.

We Are Looking For:

- Proven administrative experience, ideally within an educational or SEND setting, with excellent IT and organisational skills.
- The ability to carry out objective observations and administer routine school assessments under the guidance of the SENDCo.
- Outstanding communication and interpersonal skills to build trust with families and professionals alike.
- A resilient, "roll-up-your-sleeves" attitude and a genuine commitment to improving outcomes for children with additional needs.

This post falls into the category of Regulated Activity. Sherwell Valley Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service and a basic full name search on Google. An enhanced DBS check is required for this post.



Shaping futures in Torbay

At Sherwell Valley Primary School, we believe in the potential of all children and go above and beyond to provide them with the support they need to thrive. Sherwell Valley is a great place to work, with wide opportunities and excellent support.

**Visits are warmly welcomed.
Please call the office or email to
arrange a convenient date and
time**



**01803613296
recruitment@svps1.com**



**Starting September 2026 (once
all pre-employment checks
have come back satisfactory)**

**Sherwell Valley Primary School,
Hawkins Avenue, Chelston,
Torquay, TQ2 6ES**

Core Values in Our Primary School Environment: SEND Administrator



At our school, we believe in fostering a nurturing and supportive environment where every child can thrive. As a SEND administrator, you'll play a vital role in upholding our core values, influencing the experience of every member of our school community, from pupils to parents and staff.



- **Respect** – You will consistently demonstrate respectful, empathetic interactions with all children and families, regardless of their individual needs or differences. You will ensure parents feel valued, their perspectives are considered, and their privacy is protected through impeccable handling of confidential paperwork.
- **Resilience** – You will remain calm, organised, and solution-focused when managing competing administrative demands and deadlines. You will support children to feel secure and regulated during outdoor play, helping them navigate social challenges with a growth mindset.
- **Aspiration** – You will focus on what our pupils can do, ensuring that every assessment, observation report, and piece of paperwork accurately reflects and celebrates their progress. You will work closely with the SEND team to ensure statutory goals are met, helping to pave the way for our children's future success.
- **Collaboration** – You will be the glue that connects our inclusion team. You will work in close partnership with the SENDCo, class teachers, support staff, parents/carers, and external professionals to ensure a seamless, unified, and consistent approach to meeting each child's needs.
- **Responsibility** – You will take full accountability for the accuracy and compliance of SEND paperwork, deadlines, and diary coordination. On the playground, you will consistently reinforce positive behaviour expectations, ensuring children understand the impact of their actions in a safe, supportive environment.



Why Sherwell Valley Primary School?

A Supportive Community: At Sherwell Valley, we pride ourselves on our supportive culture. You will be a valued member of our team, where your contributions are recognised and celebrated.

Collaborative Teams: You will work within a school team, supported by experienced and confident leaders, fostering a collaborative and enriching working environment.

Opportunities for Growth: We believe in the growth of our staff as much as our children. With wide opportunities for professional development, you'll find room to expand your skills and knowledge in a nurturing environment.

A Vibrant Learning Environment: Our school is a lively, engaging and positive place for both children and staff. We strive to make our school the best imaginable, where creativity, innovation and dedication are at the heart of all we do.

We can offer you an amazing place to work and some great benefits, including:

- Competitive pay and opportunities to develop your skills.
- Pension scheme.
- Eden Red/My Lifestyles - our benefits scheme which provides a range of great savings and perks for staff.
- On-site parking and well equipped school workplace.
- Opportunities to access quality CPD, to ensure professional success and personal satisfaction.
- A team of dedicated staff who are passionate about supporting teaching and learning to provide the best start to all children's education and well-being that attend our school.
- A culture of trust which is fair, developmental and supportive of staff and children.
- A strong and achievable school vision and values that are embedded in our school.
- Supportive team. Leadership experience.



Job description: SEND Administrator

At Sherwell Valley Primary, we are committed to building a diverse and inclusive workforce. We encourage applications from all suitable candidates who share our passion for supporting children and their families.

Job Details:

Salary: Grade C point (£25,583.00 F.T.E) actual salary £19,242.37 (term time only–39 weeks per year to include INSET days)

Hours: 32.5 hours per week **Contract:** Fixed Term to 31/08/2027 **Reporting to:** Head Teacher & SENDCo

Main purpose

To provide efficient, effective, and professional administrative and operational support to the SENDCo and Inclusion Lead across Sherwell Valley Primary School, ensuring a positive, empathetic, and welcoming first point of contact for parents, carers, and external professionals. This specialized role is key to managing the heavy administrative demands of our SEND provision and ensuring the smooth, compliant daily operation of the inclusion team under the direction of the SENDCo.

Key Responsibilities & Duties

1. Administrative & Workload Management for the SENDCo / Inclusion Lead

- Act as the primary gatekeeper for the SENDCo and Inclusion Lead, efficiently managing their diaries, scheduling appointments, and prioritizing workloads.
- Coordinate, arrange, and administer statutory meetings, including Education, Health and Care Plan (EHCP) Annual Reviews, Team Around the Family (TAF) meetings, and professional consultations.
- Prepare agendas, collate relevant paperwork, distribute reports ahead of meetings, and take accurate, professional minutes during reviews.
- Manage, update, and maintain secure pupil SEND records on the school's database (e.g., SIMS/CPOMs), ensuring absolute compliance with GDPR and safeguarding regulations.
- Liaise confidently with external agencies, including the Local Authority SEND team, Educational Psychologists, speech and language therapists, and health professionals.

2. Pupil Assessments, Observations & Parental Liaison

- Under the guidance of the SENDCo, administer and log routine, school-based learning, speech, or behavioral screening assessments.
- Conduct structured, objective classroom and playground observations of specific pupils to gather data,



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- tracking behavioral patterns or learning engagement to inform SEND provision.
- Meet with parents and carers to assist with administrative milestones, help complete paperwork (e.g., DLA forms, transport requests), and gather initial background information.
- Act as a warm, knowledgeable, and empathetic first point of contact for families navigating the SEND process, triaging queries effectively.

3. Active Supervision & Playground Support

- Provide a visible, reassuring, and proactive presence on the playground during morning breaks and lunch periods.
- Supervise and support children—particularly those with additional needs or social-emotional vulnerabilities—during less structured times.
- Model and reinforce positive behavior expectations, helping children navigate social interactions, build resilience, and resolve peer conflicts.

4. General School Support

- Work collaboratively with the main school office and School Business Manager to ensure smooth daily operations.
- Undertake any other administrative duties appropriate to the grade and nature of the post as requested by senior leadership.

All employees are required to:

- Prioritise their own safety and the safety of others.
- Comply with all health and safety procedures and instructions.
- Assist by promptly reporting any hazard, accident, damage, or defect to their Line Manager.
- Ensure school property, equipment, and vehicles are not damaged.
- Undergo all required health and safety training and instructions.



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Safeguarding and Well-being

- Follow all statutory safeguarding policies and adhere to the school's child protection and health & safety procedures.
- Work closely with the Designated Safeguarding Lead (DSL) to ensure the best interests of all pupils.
- Actively promote and uphold a culture of safeguarding, reporting concerns and taking appropriate action when necessary.

Additional Information

This job description outlines the core duties and responsibilities of the role. However, the post holder may be required to undertake additional tasks that align with the nature and level of the role to support the evolving needs of the school.

We look forward to welcoming a compassionate and dedicated individual to our team, someone who is committed to making a real difference in the lives of our pupils.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

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SEND Administrator Person Specification

The criteria below will be assessed through your application form

Essential Criteria Desirable Criteria Assessment Qualifications & Training

- Excellent numeracy and literacy skills (GCSE Grade 4/C or above in English and Maths, or equivalent).
- Relevant administrative, business, or secretarial qualification.
- Proficiency in MS Office Suite (Word, Excel, Outlook).
- Proficiency in Google Suite.
- Training related to SEND, neurodiversity, or child development.
- Proven experience working in a fast-paced administrative or clerical role.
- Prior experience working within a UK primary school setting.
- Experience managing diaries, organizing meetings, and taking minutes.
- Experience using school management software (e.g., SIMS, CPOMS, School Gateway).
- Experience conducting structured observations or basic child assessments. Knowledge & Skills
- Exceptional organisational and time-management skills, with the ability to prioritise competing workloads.
- A basic understanding of the UK SEND Code of Practice and EHCP processes.
- Outstanding written and verbal communication skills, with a high standard of UK grammar and spelling.
- Knowledge of safeguarding and child protection procedures in schools.
- Ability to maintain strict confidentiality and handle sensitive data with professional discretion.
- Deep empathy, patience, and a welcoming approach when dealing with parents, carers, and external professionals.
- Emotional resilience and the ability to remain calm and solution-focused under pressure.
- A proactive, "roll-up-your-sleeves" attitude and a genuine desire to improve outcomes for children with SEND.
- Willingness to work outdoors in all weather conditions during break and lunch duties.



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