



**APPLICATION PACK:**

**SEND Administrator**



## **SEND Administrator**

Grade C (range equates to £22,096 to £23,025 per annum) *pay award pending*  
37 hours per week, 40 weeks per year

**Start date:** Immediate

The Cowplain School is seeking to appoint a skilled and inspirational Special Educational Needs and Disability (SEND) Administrator. The successful candidate will play a key role in the delivery of effective SEND provision, providing key administrative support to the SENDCO and the wider SEND management team, including the SEND Manager, HLTAs, ELSA and a number of LSAs.

The SEND department is rapidly increasing in size and has two Resource Provisions within it, for ASC and SpLD. We currently have almost 60 children with EHCPs and this is likely to increase considerably over the next few years.

You will be act as the 'gatekeeper' for enquiries into the department, fielding and organising those enquiries and helping to manage the workload of the team. On any given day you are likely to field requests and queries from parents, staff, the local authority and other stakeholders. SEND work is also 'document heavy' and you will play a key role in helping to manage the administrative workload of the team.

Previous work in an administrative position would be an advantage and those applying for the position should have a basic knowledge of, and interest in, SEND in order to respond credibly to sometimes complex requests. In addition, you should feel comfortable in working sympathetically with young people with SEND and their parents.

We are extremely ambitious for our 1000 students and have a strong vision to ensure that the life-chances of each young person at the school are enhanced by quality teaching, leading to excellent outcomes.

Candidates require a minimum GCSE grade C in Maths and English and good general IT skills, and specifically a good working knowledge of Excel, Word, Outlook and PowerPoint. In addition, previous experience of working with secondary age students is desirable. The most important thing is to have high standards and an ambition for our students at Cowplain.

We offer all members of staff a full induction programme and significant opportunities to develop their expertise. Colleagues at the school work together to support each other and we have an active wellbeing committee.

To request an application pack please email Mrs Amanda Simmons via [a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk) or access via our website [www.cowplainschool.co.uk/about-us/vacancies](http://www.cowplainschool.co.uk/about-us/vacancies). If you wish to apply for this post you will need to return a fully completed Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

**The closing date for receipt of applications is midday on Monday 2<sup>nd</sup> March 2026.**

*The Academy reserves the right to interview earlier should suitable candidates apply.*

*The Cowplain School is 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.*



## **Join us on our journey to excellence!**

Thank you for your interest in the post of SEND Administrator at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

This is an exciting time to be joining the school; I took up the post of Principal in 2013 and am looking for SEND Administrator to join myself; a superb leadership team; a committed staff and a knowledgeable governing body to take the school forward.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school. This is especially true for our children with SEND who need specific care in order to achieve their potential.

Thirdly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach or work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

As a school, we have a curriculum which focusses on three key strands: *working hard; developing character; and understanding diversity*. We believe it is vital to educate the whole child, so we have a strong commitment to the personal development of students at Cowplain. I am extremely ambitious for the school and its students and require staff who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the chance to play a big part in the continued and future success of The Cowplain School, especially within the SEND department, but also through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk). To receive more information, arrange a visit or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal: [a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk)

Once again, thank you for your interest in the post.

Ian Gates  
Principal



### **Information for applicants**

Pay scale – Grade C (range equates to £22,096 to £23,025 per annum) *pay award pending*

Hours of work - 37 hours per week, term time only (40 weeks per year). Actual hours of work are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm. *(Actual daily working hours are negotiable)*

Start date - Immediate

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email on [a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk) or post to:

Mrs A Simmons  
PA to the Principal  
The Cowplain School  
Hart Plain Avenue  
Cowplain  
Waterlooville  
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## **Job Description**

<b>Post Title:</b>	<b><i>SEND Administrator</i></b>
<b>Grade:</b>	Grade C
<b>Hours:</b>	37 hours per week/40 weeks per year
<b>Hours worked:</b>	8.20am - 3.45pm Monday to Thursday 8.20am - 3.40pm Friday <i>(actual daily working hours are negotiable)</i>
<b>Responsible to:</b>	SENDCo

### **Principal Responsibilities/Duties**

1. PA to SENDCO and wider SEND team
2. To act as the first point of contact for parents and other stakeholders contacting the SEND team
3. Gatekeeper of SEN emails
4. Managing documentation
5. Maintaining records
6. Coordinate meetings with parents, external agencies and others
7. Help prepare reports, assessments and other relevant documentation
8. Ensure all SEN related paperwork is up to date and compliant with relevant regulations and school policies
9. Organise pupil passports
10. Contribute to supporting attendance of SEND children
11. Manage documentation for new SEND students and liaise with primary schools etc as necessary
12. Assist with the administration and associated documentation of access arrangements
13. Such other duties as may reasonably be allocated by the Principal or other delegated officer within the purview of the job.