



Simon Langton Girls' Grammar School

## **SEND Administration Officer/ Managing Medical Needs Administration Officer**

September 2023



Candidate Information Pack



# Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard  
Headteacher





# Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are seeking to appoint a Special Education Needs and Disabilities (SEND) Administration Officer / Managing Medical Needs Administration Officer.

We at Simon Langton Girls' Grammar School take immense pride in our school, we are friendly, innovative and are committed to ensuring all our students are educated in a safe, supportive and caring environment, whilst receiving a high-quality education. We are seeking to appoint someone who shares these values and would like to join us in delivering on our commitment to our entire school community.

If you are calm and well organised, able to work under your own initiative, can confidently prioritise demands and have a can-do attitude, we invite you to apply for this position.

The successful candidate will be required to provide administration support for the SEND department, working alongside the SENDCO. They will also have responsibility for providing administration support to our Managing Medical Needs Lead. It is essential that the successful candidate has excellent communication skills and enjoys working as part of a busy team.

If successful you will be joining our fabulous support staff team who are fully committed to supporting all our students, helping them reach their true and full potential.

The post is 37 hours per week, and you will be required to work 39 weeks per year (currently term time, plus 37 hours during the school holidays).

The salary will be paid at KR5 starting at £19,607 pro rata (FTE £22,595 to £23,693).

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



# Job Information



# Job Specification

**Job Title:** Administration Officer – Administration Support Special Educational Needs and Disabilities (SEND) Team and administrate for the Managing Medical Needs Lead

**Job Purpose:** Provide administration support within the SEND department, working alongside the SENDCO. Assist the Lead for Managing Medical Needs and liaise closely with the Student Support Assistant.

**Responsible to:** SENDCO

**Salary:** KCC Kent Range 5

**Hours of Work:** 37 hours per week/term time plus 37 hours during school holidays (39 weeks p.a.).

**Specific Accountabilities:** Provide efficient and effective administrative support to the SEND team. This will include undertaking daily administrative tasks utilising software packages available to support staff at the school. To also assist the Medical Needs Lead in managing student medical needs.

- Minute meetings and provide administration support for the Learning Base
- Organise the initial Screenings for Visual Stress and Dyslexia and extra time assessments
- Responsible for the monitoring and organising of Annual Reviews for Education Health Care (EHC) plans, new EHC applications: inviting in parent(s) and agencies; collating associated paperwork
- Maintain the Exams Access Arrangements register as directed by the SENDCO/Exams Officer and communicate arrangements accordingly
- Regularly updating the SEND register as required
- Process / sort department post and relevant email accounts
- Set up, where required, and maintain, the SEND departments filing system (paper and electronic)

- Coordinate with other schools regarding new starters and leavers
- Organise and update healthcare plans, liaising with Medical Lead and parents
- Organise and update evacuation plans, liaising with Medical Lead and SENDCO
- Provide administrative support to the Medical Lead

**General Accountabilities for all support staff:**

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher





# Person Specification

## Essential:

- Educated to Level 2 Diploma (or equivalent) and good ICT skills
- Extremely reliable and prompt
- Positive, friendly, caring and upbeat personality
- Able to take responsibility for designated tasks, be proactive and flexible
- Calm under pressure
- Well organised, practical and able to work independently
- Very good inter-personal/communication skills; appropriate style with both young people and adults
- Excellent Team worker
- Clear understanding of confidentiality and able to deal with sensitive information in a confidential manner
- Able to show empathy when dealing with sensitive information
- To be first aid trained and trained on managing medical needs (training will be provided by the school)

### Desirable:

- Experience of working in a supportive environment
- Knowledge of a range of school procedures relating to student support
- Understanding and appreciation of SEND needs of students
- A knowledge of SIMS
- Knowledge of child protection/safeguarding
- Experience of working in educational SEND setting

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Thursday 5th October 2023
- Interview date TBC
- Start date is as soon as possible
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)





# Working at our school

## Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

### We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

## Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

## Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment