



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

**SEN Administrator Part Time
20 hours per week Monday to Friday**



PROUD TO BE
Aletheia
Academies Trust



HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.

ABOUT KNOLE ACADEMY



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group. Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	SEN Administrator
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	20 hours per week Monday to Friday (4 hours per day) Term Time plus 2
Reporting to	weeks SENCo
Salary	Grade C £25,252 - £26,262 pro- rated to £12,148 - £12,634 per annum
Pension	Local Government Pension Scheme



About the Role

Knole Academy in Sevenoaks is looking for an enthusiastic and organised SEN Administrator to work within our Additional Educational Needs department. This is a busy role supporting the department in answering emails, telephone calls, liaising with students, parents, external agencies, teachers, the Exams department as well as assisting with SEN administration and access paperwork.

Excellent attention to detail, organisation and good communication skills are essential for this role.

Salary will be paid according to experience AAT Grade C £25,252 - £26,262
(equates to £12,148 - £12,634 per annum pro-rata for term time working)
20 hours per week (4 hours per day Mon – Fri),
38 weeks term time plus two additional weeks.

Our staff are friendly, hardworking and take pride in their work. If you would like to join our team please apply via our recruitment portal
<https://mynewterm.com/school/Knole-Academy/136128>

Our Academy is committed to safeguarding and protecting the welfare of children so an Enhanced DBS check will be required.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the academy must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis.

In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

KEY RESPONSIBILITIES



PRINCIPAL RESPONSIBILITIES:

- To support the SENCo and Assistant to the SENCo with the compilation and organising of EHCP administration
- To carry out general office and administrative duties including triage and communication of messages, maintaining diaries, placing resources and equipment orders, room bookings (this is not an exhaustive list)
- To be responsible for the issuing of passes to students
- To be responsible for efficient filing – both paper and electronic
- To carry out any other duties as deemed reasonable by the Line Manager





General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.



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Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
Experience of working in an administration/educational environment

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Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of Arbor (MIS)
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

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Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@knoleacademy.org
01732 749 774

Closing Date:

Wednesday 14 May 2025: 9:00 am

Interview Date:

Tuesday 20 May 2025

To apply for this role, please visit MyNewTerm:
[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

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