

# Ursuline College

*Part of the Kent Catholic Schools' Partnership*



## Staff Application Pack

SEN Administrator

**Resilience. Integrity. Respect. Serviam. Aspiration.**

*Getting better never stops*



# Staff Application Pack

## ***Letter from the Headteacher***

### **Dear Applicant**

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Danielle Lancefield**  
**Headteacher**



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## The Post

<b>Operational Line Manager:</b>	SENCo
<b>Grade:</b>	Kent Scheme D
<b>Hours per week:</b>	22.5 hours per week (Monday to Friday 8.30am – 1pm)
<b>Weeks per year:</b>	39 - Term time only plus 5 inset days

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

### **Ursuline College All Staff Responsibilities:**

To be committed to safeguarding and promoting the welfare of children and young people within the school

To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

To be aware of and support difference, and ensure equal opportunities for all

To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

### **Specific Duties and Responsibilities:**

#### SEN/AEN administration

Arrange Annual and other review meetings, ensuring meeting rooms, equipment and refreshments are available as necessary and that all necessary items have been prepared / received and distributed as necessary.

Produce invitations to Annual Reviews, PEPS and other meetings.

Request, collate and present data and/or comments and information from staff/other professionals for these meetings.

Complete and distribute relevant documentation from review meetings.

Communicate and correspond with LEAs, parents, staff, other professionals and outside agencies, e.g. Early Help, referrals to agencies.

Attend meetings when necessary and minute proceedings as required

Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison.

Maintain information regarding funding related to SEN / Children in Care and others as directed

Maintain manual and computerised records/management information systems (SIMs) that relate to the provision of special educational needs and medical care plans.

Under direction, arrange and administer specific pupil assessments using software programmes e.g. dyslexia/dyscalculia screener, LASS, literacy, reading tests.

Provide results of assessments to SENCo and maintain database/folders in central location e.g. Internal Intranet

Provide reports at given intervals relating to school learning programmes e.g. Reading reports.

Update all Tracking Data as required/directed

Provide information contributing to the creation of whole school provision maps and pupil premium evaluation.

Update safeguarding records as directed

Ensure information for children in care pupils is up to date and completed / submitted within relevant timescales, e.g. e-PEPS.

Develop, review and amend individual medical care plans.

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## Communication & Information

To provide information from and to develop and maintain the SIMS SEN/AEN data base and manual records.

To maintain AEN and Safeguarding pupil records, electronically and manually.

To update pupil information on SIMS including linking appropriate documents.

To distribute confidential, complex or sensitive information to appropriate staff either verbally or in written form.

To provide information for budgets and audits.

To give advice and guidance on procedures regarding information retrieval.

To circulate information in line with agreed Policy and Procedure for students supported by the AEN Department.

To design and run reports from SIMS and to support staff to access these reports.

To collect information from a wide range of sources and maintain this in a database.

To extract relevant SEN/AEN information from the pupil files and pass on to the relevant staff member.

Liaise with feeder schools and other relevant bodies to gather SEN/CiC pupil information.

Assist with the preparation of information regarding exam access arrangements for identified pupils.

Ensure parents are notified of relevant appointments through School Comms and other appropriate channels

Liaise with parents and healthcare professionals to create, agree and distribute individual Health / Medical Care plans.

## General

To organise and maintain the AEN diaries, take messages and arrange appointments/meetings.

Assist with pupil welfare duties e.g. CiC attendance calls/information

Arrange for, order and secure storage of supplies.

Provide routine clerical support e.g. photocopying, filing, laminating, faxing, emailing, distribution of mail and completing routine forms.

Undertake typing, word-processing and other IT based tasks.

Ensure the safe disposal of confidential waste.

To design and produce any relevant materials e.g. lunch and toilet passes etc.

Use organisational and time management skills to prioritise work and effectively meet deadlines.

To use analytical and judgmental skills when collating reports, documents

Update support timetables as required and directed.

Work under minimum supervision.

## Other Specific Duties

Actively promote all aspects of the school's AEN provision in a positive way

Work effectively as a team member

Follow the School's Child Protection and Safeguarding procedures

Provide a positive role-model in terms of timekeeping, dress code and work ethos

Support the maintenance management of health and safety in accordance with the health and safety policy.

Contribute to the promotion and effective implementation of the school's AEN, Equality and Diversity Policies.

Comply to any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

Provide First Aid as directed by Senior Leaders in the school.

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## PERSON SPECIFICATION SEN ADMINISTRATOR

Criteria		Essential / Desirable	
<b>Skills, Knowledge &amp; Abilities</b>	Good written & verbal communication skills	✓	
	Excellent literacy & numeracy skills	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to act upon own initiative	✓	
	Excellent interpersonal skills with the ability to build good relationships with all stakeholders and to work as part of a team.	✓	
	Flexibility and ability to adapt to an ever-changing environment	✓	
	High level of accuracy and attention to detail	✓	
	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly, including complaints and/or difficult / sensitive situations.	✓	
	Working knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality and data protection.	✓	
	Good I.T skills, with proven competency in the use of Microsoft Outlook, Word, Excel, Powerpoint and SIMS	✓	
	Adopts a culture of continuous improvement	✓	
	Demonstrate an understanding of the application of school's SEN policies?	✓	
<b>Previous Experience</b>	Knowledge & experience of setting up and maintaining office systems and school administrative processes and procedures	✓	
	Experience of working in a busy reception/general office environment		✓
	Experience of using SIMS software		✓
	Ability to provide an efficient and high level of administrative support and reception service	✓	
<b>Qualification/ Training</b>	Relevant qualification / experience – please specify	✓	
	First Aid qualification (or willingness to obtain qualification at the start of the new academic year)	✓	
	Willingness to undertake further training as required.		✓
<b>Other</b>	Flexible approach to working hours to meet the needs of the organisation	✓	

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## Safeguarding and Safer Recruitment

### **Application Process**

You are welcome to contact HR at [HR@ursuline.kent.sch.uk](mailto:HR@ursuline.kent.sch.uk) if you would like to visit the school before submitting an application.

Should you be shortlisted for interview, additional information may be requested at that time.

***We reserve the right to close vacancies early, therefore, if interested please apply as soon as possible to avoid disappointment.***

**Closing date for applications:** 9am Tuesday 6<sup>th</sup> January 2026

**Interviews to be held on:** To be advised

**Start date:** February 2026

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

### **Safer Recruitment**

*Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.*

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Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle