

# SEND Admin Assistant



Cornwallis Academy



## Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*





**Cornwallis Academy**  
*Ambitions for All*

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## Welcome from the Headteacher

**Samantha McMahon**

BA (Hons) | NPQH



Cornwallis Academy are seeking an SEND Admin Assistant to join the school team, the successful candidate will be responsible for providing efficient, professional, and proactive administrative support to the SENCO.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Samantha McMahon

<b>Post:</b>	SEND Admin Assistant
<b>School:</b>	Cornwallis Academy
<b>Department:</b>	SEND
<b>Responsible to:</b>	SENCO
<b>Salary:</b>	FST Scheme D £11,204- £24,514 FTE

## Purpose of Role

To provide efficient, professional, and proactive administrative support to the SENCO, ensuring that SEND provision is consistently outstanding. The role involves supporting children with special educational needs or EHCPs across all Key Stages, liaising with parents and other professionals.

## Main duties and responsibilities

- Data Management: Input, update, and maintain SEND-related information on SIMS, CPOMS, including areas of need, interventions, data, and reports from external professionals.
- General Support: Providing general administrative support to the SENCO and SEND team.
- Record Keeping: Ensure all SEND files and records are accurate, up-to-date, and compliant with data protection regulations.
- Communication: Communicate effectively and professionally with parents, staff, and external professionals. Assist with managing the SEND school's email inbox, ensuring the SEND team meets its expected response times and emails are forwarded to the relevant member of staff as necessary.
- Liaison: Collaborate with teaching staff to gather necessary information for meetings, reports, statutory assessments, and referrals to additional support services.
- Referrals: Complete and submit referrals to external providers, working with parents and teachers to gather the required information.
- Support Plans: Assist teachers and the SENCO in the creation and review of individual, personalised provision plans.
- EHCP Reviews: Support with and minute EHCP annual reviews, including the collection of relevant documentation and coordination with all necessary staff and external agencies.
- Stakeholder Communication: Prepare and distribute termly provision and intervention letters and maintain communication with all stakeholders via appropriate methods.
- Resource Creation: Assist in the creation of SEND resources as directed by the SENCO or other colleagues.

## Main duties and responsibilities

- **Policy Compliance:** Adhere to and enforce policies and procedures related to child protection, health, safety, security, and confidentiality, reporting any concerns to the appropriate person to ensure pupil well-being.
- **Care Plans:** Develop and maintain care plans for children with medical needs, under the supervision of the SENCO.
- **Professional Development:** Participate in the school's performance management procedures, relevant training, and other learning activities. Attend relevant meetings (within contracted hours) including development days, as required for continuing professional development.
- **Additional Duties:** Perform additional tasks as reasonably required by the headteacher to ensure the smooth operation of the school and the welfare of pupils.
- **Team Contribution:** Support the overall aims of the school, collaborate effectively with colleagues and external professionals, and contribute to the school's development plans.

## Experience

- **Educational Qualifications:** A good standard of general education (i.e., NVQ level 1 or equivalent) with strong numeracy and literacy skills (GCSE grade C or equivalent).
- **Professional Experience:** Previous experience in an educational setting. Excellent organisation and record keeping skills.
- **Technical Skills:** A working knowledge of SIMS (training available) and confidence in using basic technology, including Microsoft Office.
- **Knowledge Base:** Understanding of the SEND Code of Practice, with a willingness to undertake necessary training.
- **Collaboration:** Experience working closely with parents and other professionals.
- **Policy Awareness:** Familiarity with policies and procedures related to child protection, health, safety, security, equal opportunities, and confidentiality.
- **Interpersonal Skills:** Ability to relate well to children and adults, understanding their needs, and responding appropriately.
- **Initiative:** Capacity to work independently and take initiative where necessary.
- **Teamwork:** Ability to develop and maintain effective working relationships with staff to meet pupils' needs.
- **Influence:** Strong influencing skills to encourage positive pupil interactions and social responsibility.

## Job Context

The SEND Administrator Assistant will work collaboratively with pupils, parents, staff, and other professionals under the direction and supervision of the SENCO. The role requires active participation in the school team and a commitment to helping the school meet its goals. The post holder must adhere to relevant policies, codes of practice, and legislation, promptly reporting any concerns to the appropriate individual. Effective communication skills are essential for providing timely feedback to other professionals and parents.

## Person Specification

### Essential Criteria

- Proven ability in working face-face with both internal and external stakeholders.
- Experience in an administrative environment.
- Strong written communication skills.
- Computer literate with Microsoft Office to an advanced level (Word, Excel, Outlook)
- Self-starter with the ability to multi-task, work at pace and to deadlines.
- Ability to work as part of a team.
- Self-motivated with the ability to work on own initiative and prioritise workload

### Desirable Criteria

- Experience of using SIMS database
- Working knowledge of the Data Protection Act
- Experience of SEN in secondary schools

## Welcome from the Executive Headteacher

Samantha McMahon

BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

Best wishes

Samantha McMahon

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.



Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)








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