



GREENSHAW
LEARNING TRUST



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RECRUITMENT PACK

Greenshaw Learning Trust,
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Telephone: 020 3988 0218

Email: info@greenshawlearningtrust.co.uk



Dear candidate

Thank you for your interest in the role of SENDCO Administration Assistant at Greenshaw Learning Trust. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

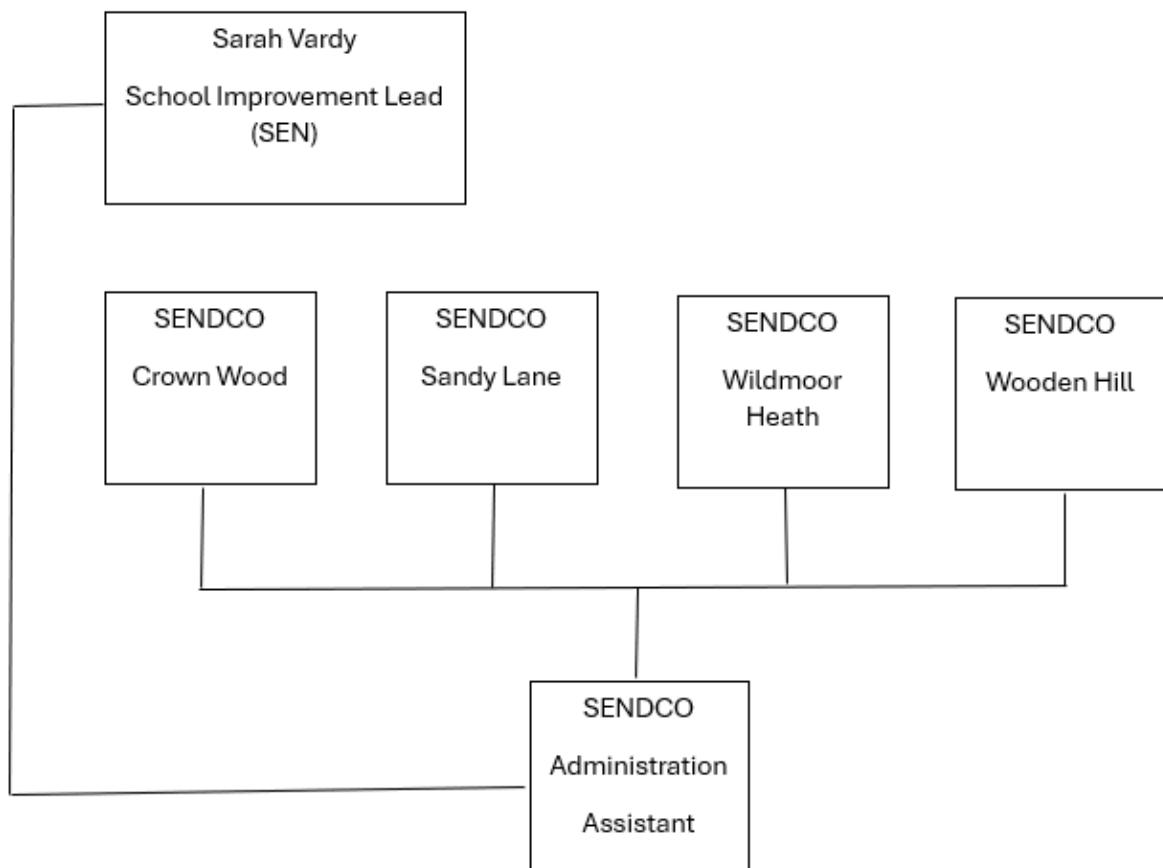
Liz Easaw, Director of Primary Education



ABOUT OUR TEAM

The role of the SENDCO Administration Assistant will work across the 4 Bracknell primary schools, liaising with the Headteachers, SENDCOs and parents.

The position will be hosted by Crown Wood Primary school and the person appointed will be line managed by Sarah Vardy (School Improvement Lead SEN) and will be required to work closely with the SENDCO in each school.



TERMS AND CONDITIONS

CONTRACT

External 1 year Fixed Term contract - Internal applicants looking for a secondment opportunity will be considered and are welcome to apply - start date : 1st April 2026 or as soon as possible.

SALARY

Salary calculated in line with NJC (fringe) pay scale, points 16-20, £31,247.00 - £33,326.00 per annum FTE. Actual salary £26,329.23 - £28,081.03 per annum.

HOURS OF WORK

36 hours per week, Monday - Friday, term time plus INSET days.

PLACE OF WORK

Work from home/in each school -

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	SENDCO Administration Assistant
Responsible to:	Sarah Vardy - School Improvement Lead SEN
Responsible for:	n/a

ROLE OVERVIEW

The SENDCO Administration Assistant would assist in managing the provision for pupils identified as having Special Educational Needs/Disabilities (SEND). Applicants should possess excellent communication and organisational skills, be hard working, flexible and professional. Please read the job description and person specification for more information in relation to this role, before applying.

MAIN DUTIES AND RESPONSIBILITIES

To support the SENDCO with all processes of administration involving students with statements of special educational needs.

This includes - under the direction of the SENDCO

- Collating information about students undergoing statutory assessment/EHCP.
- Arrange Annual Reviews/EHCP, transfer meetings and contacting parents, LEA & outside agencies.
- To prepare documentation connected to Annual Reviews of statements/educational, health and care plans. EHCP needs assessment paperwork as required.
- To prepare paperwork for referrals to outside agencies (EHCP needs assessments, EHA referrals to Teaching Support Service and Education Psychologist etc.)
- To prepare EHA referral documents in order to obtain outside agency involvement.
- To liaise with outside agency staff (e.g. planning meetings) and inform all those who need to know.
- To maintain telephone contact with parents as directed by SENDCO
- To ensure provision for pupils/students is entered on to and given an end date on BROMCOM as required for the TA, Teachers, outside agencies etc. as necessary and generate reports as required.
- Sending out and collating progress reports from teachers.
- Support in ensuring that ILPs are updated, distributed, and saved in the correct locations.
- Support in updating the Provision Map.
- Organise SEN Interventions and SEND reviews, ensuring necessary correspondence is produced and distributed, that parents, students, and staff are liaised with and Bromcom/Excel is updated accordingly
- Liaise with outside agencies i.e. Educational Psychologist, Autism Advisory Service, occupational therapists, and CAMHS and facilitate school visits and related correspondence.
- To prepare and distribute agendas and minutes for meetings to relevant members of staff.
- To help co-ordinate and support the transition of EHCP Year 6 students to Year 7.
- Maintain all paper and electronic filing systems, including establishment of new files, maintaining, and updating school information as required.

- Liaise with staff, parents, and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed.
- Accurately input data into computerised systems, databases and spreadsheets and process, retrieve and cleanse data as necessary
- Undertake administrative duties in accordance with statutory and school requirements including providing telephone cover and message service, process incoming and outgoing mail.
- The duties and responsibilities in this job description are not restrictive, and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE Grade C/ 4 or better (or equivalent) in English and Maths	x	
Experience of working in the Education sector		x
Experience of using school systems such as CPOMS, Bromcom etc	x	
Confidence with IT systems such as Google Workspace including experience with Docs, spreadsheets etc	x	
Experience working in a busy administrative environment at a similar level	x	
Experience of dealing with simultaneous, and often conflicting, demands from more than one person	x	
Successful development and monitoring of administrative procedures and processes	x	
Be willing to undergo training, as required, in order to develop the role of SENDCO Assistant.	x	
Personal and Professional Qualities and Attributes		
Ability to maintain a positive and professional demeanour and be patient and calm	x	
Ability to adapt to changes in the workplace	x	
Ability to deal sensitively with people and resolve conflicts being fair in matters of discipline	x	
Ability to listen and respond appropriately	x	
Excellent administrative and organisation skills	x	

Be aware of, and able to maintain, the confidentiality aspects of the role.	X	
Commitment to working within the School's Safeguarding Policy and Procedures.	X	
Self-motivated and ability to use initiative as well as being part of a team under the direction of the SENDCO	X	
Ability to deal sensitively with people and resolve conflicts	X	
Ability to listen and respond appropriately	X	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people	X	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 24/02/2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on 6th March 2026 at Sandy Lane Primary School. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1st April 2026 or as soon as possible.



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