

Job Profile

SEN Administrator

JE_ID is 20077

Grade: 5

Date created: June 2026

About the Job

The post holder will provide efficient and effective administration support for GHES's SENCo and SEN Pastoral Leads.

They will ensure that the school's overall SEN & EHCP review process is professional and well administered for the stakeholders involved.

The post holder will provide administrative support for all child/school meetings and processes that link to the special educational needs of our young people.

In addition, they will undertake the co ordination, planning, arrangement and submission process for exam access arrangements for learners across the school in line with awarding body regulations.

This is what we need you to do...

SEN/Office Administration

Provide overall administration support in order to assist with the annual review process for all learners including;

- scheduling annual reviews.
- inviting relevant stakeholders and the team around the individual.
- ensuring all documentation required for the process is received and shared in advance of the meeting.
- minute taking within meetings.
- finalising EHCP reports with the support of the SENCo and SEN Pastoral Leads, and submitting them in a timely manner.

Special Conditions

- DBS Enhanced and Barred (childrens)

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

- email staff for feedback on students for EHCP review meetings, and LAC review meetings.

Manage the communications and requests that come to GHES from the EHCP team and the SEN portal for the Local Authority.

Ensure the EHCP assessment process is carried out in line with the SEND Code of Practice.

To become familiar with the requirements of different Local Authority expectations and paperwork.

Work in partnership with parents to ensure that children, young people and their families are fully involved in the annual review process.

Work with the staff team to ensure pupil passports and plans are complete, updated and are purposeful.

Maintain records of student key workers.

Produce templates, forms and resources as directed.

Deal with all SEN related correspondence.

Participate in SEND related training to improve knowledge and remain current.

Provide administrative support for meetings by agreeing agendas, recording and typing minutes.

Support and coordinate any EHCP requests through GHES and Parent Requests.

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Monitor SEN budget and place orders as and when required.

Exams Access Arrangements Co-ordinator

To facilitate the application of exam access arrangements for students in Year 11.

To liaise with all main school SENCo's & Exams officers in a professional manner to initiate a timely and responsive application for Exam Access Arrangements.

To liaise and attend any relevant courses to gain information with regards to Exam Access Arrangements, as required by the JCQ.

With support from the Exams Officer deliver training to invigilators supporting students with access arrangements.

To support the SENCo to complete and share applications for Exam Access Arrangements in a timely manner to meet Awarding Body deadlines.

To ensure that learners have approval from their main schools for appropriate Access Arrangements in place for their exams within the regulations of the Awarding Bodies.

On exam days, be responsible for registering the students with Access Arrangements and liaising with Exams Officer.

To accurately record access arrangements on the school information database and store paper records for annual inspection.

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Carry out any other duties related to the post as and when requested including but not limited to:

- Assisting other members of the administration team.
- Assisting with cover on reception when required, providing a professional service to visitors/parents, staff and students.
- Quality assure and proof-read all correspondence produced from all staff. Ensure that a corporate style and font is maintained.
- Ensure all student records are secure and that confidentiality is a priority at all times.
- Answer the main telephone line when calls overflow from reception.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

This role is subject to a DBS Enhanced with Barred Check for Children.

This role is subject to an online profile review.

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The ideal candidate will have...

Experience

- Experience of working in a school or similar environment.
- Competent with ICT, including MS Office. Experience of administrative systems – SIMS
- Experience of working as part of a team and to strict deadlines

Knowledge, Skills and Understanding

- Knowledge of special educational needs and disabilities
- Knowledge of social media
- Knowledge of SEND
- Understanding of Keeping Children Safe in Education Part 1 (KCSIE)
- Knowledge of annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Excellent interpersonal and communication skills.
- Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing.
- Willingness and ability to learn new systems and skills.
- Ability to follow instructions
- Initiative and ability to work with autonomy within set boundaries.
- Ability to identify priorities quickly and accurately to ensure that deadlines are met.
- Ability to work under pressure.
- Highly effective organisational and planning skills.
- Thoroughness and attention to detail.
- Reliability, confidentiality and integrity.

Education & Qualifications

Essential

- Good literacy skills: to hold a minimum of GCSE (A-C) or equivalent in English
- Training and/or qualification in administration / clerical or related activities to level 2 and working towards level 3

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