



## **SENDCo Administrator**

**Job Term:** 20 hours per week (part-time, term time only)

**Salary:** Grade 3 Points 4 – 6 (£25,185 – £25,989 Full-Time Equivalent)

**Appointment:** Permanent

**Location:** Halifax Primary School, Ipswich

**Closing Date:** Wednesday 13<sup>th</sup> May 2026

We are looking to appoint a highly organised, efficient and professional SENDCo Administrator to join our friendly and hard-working team at Halifax Primary School.

Working under the direction of the Assistant Headteacher for Inclusion, this is an important role within the school. The successful candidate will provide high-quality administrative and organisational support to help ensure the effective day-to-day running of our SEND provision. This will include maintaining accurate records, arranging reviews and meetings, managing correspondence and documentation, supporting assessment processes, and helping to monitor deadlines linked to SEND and EHCP procedures.

We are looking for someone who:

- has strong administrative and organisational skills
- communicates clearly, professionally and sensitively
- has a high level of accuracy and attention to detail
- can manage competing priorities and work efficiently
- is confident using ICT, including Microsoft Office
- understands the importance of confidentiality, safeguarding and professionalism
- works well as part of a team and builds positive relationships with staff, families and external agencies.

Experience of working in an office, school or similar professional environment is essential. Previous experience of SEND administration, Annual Reviews, EHCP processes, or school-based systems such as Arbor or CPOMS would be advantageous.

Although the role is primarily administrative, there may be times when some pupil support is required to support the smooth running of the school day.

To join our team, it is important that you have a professional approach, a calm and positive manner, and a willingness to work flexibly in order to support the best outcomes for pupils with SEND and their families.

Our commitment to all our staff:

- The opportunity to make a genuine difference to the lives of children and families
- A leadership team that encourages continuing professional development
- A friendly and supportive team

We hope you will want to join us and encourage you to visit our school.

### **How to apply**

Further details and an application form are available from Gemma Mann, School Office Manager. Email: [g.mann@halifax.omat.org.uk](mailto:g.mann@halifax.omat.org.uk). Please return your completed application to Mrs Gemma Mann, Office Manager. Your application should be received no later than **1pm on Wednesday 13<sup>th</sup> May 2026**.

Interviews will be scheduled for the week beginning **Monday 18<sup>th</sup> May 2026**.

Halifax Primary School is an Orwell Multi Academy Trust Academy and is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.