



# Information Pack

SEND ADMIN OFFICER – Role C

(Maternity Cover)

Hove Park School  
*"Together We Achieve"*

Dear Colleague,

I am delighted that you are considering joining Hove Park School and Sixth Form. At Hove Park, we believe that our school is a place where a community develops and thrives; a place where we come together to support each other to achieve. This is an exciting opportunity to join the school in improving the outcomes and wellbeing of our students. At Hove Park School, there is a strong community ethos underpinned by positive relationships. Ofsted recognised these positive influences and that we continue to be a good school when they inspected in December 2021.

Please take time to read this application pack and explore our website ([www.hovepark.org.uk](http://www.hovepark.org.uk)) to get a feel for Hove Park School and its community. If you have the passion and ambition to help the school make a difference in this role and feel you are a good fit, please consider applying.

To apply, please submit a completed support staff application form to [recruitment@hovepark.org.uk](mailto:recruitment@hovepark.org.uk). Applications for this vacancy must be received by **3:00 pm on Friday, 16<sup>th</sup> January 2026**. Please note that the school cannot accept CVs and that Hove Park School is committed to promoting the safeguarding and welfare of our students. We also expect all staff and volunteers to share this commitment.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Jim Roberts', written in a cursive style.

Jim Roberts  
Headteacher

<b>Post Title:</b>	<b>SEND Admin Officer – Role C (Maternity Cover)</b>
<b>Salary &amp; Grade</b>	<b>£29,064 to £31,022 actual salary NJC scale 5</b>
<b>Contract Type</b>	<b>Term-time only (47.36 paid weeks)</b>
<b>Contract Term</b>	<b>Fixed Term (Feb '26 – Feb '27)</b>
<b>Contract Hours</b>	<b>8:00 am – 4:00 (3:30 Fri) pm, 37 hours per week, (30 minute unpaid break per day)</b>
<b>Salary (Actual)</b>	<b>£25,179 - £26,875</b>
<b>Commencing</b>	<b>tbc</b>

Hove Park School is looking to appoint an enthusiastic SEND administration officer to join our friendly and supportive team. The successful candidate will be working with our SENDCo and Cullum Centre manager. To maintain systems for record keeping and communication.

The role will involve working closely with staff, parents and external agencies to ensure that every child receives the support they need to thrive. The ideal candidate will have strong communication skills and excellent attention to detail.

The role is for maternity cover, 37 hours per week, 8:00am – 3:30pm (Mon – Thurs), 8:00am – 3:00pm (Fri) including a 30 minute unpaid break commencing 23/02/2026 and ending 12/02/2027.

**Deadline for applications – 3:00 pm on Friday, 16<sup>th</sup> January 2026**

**Interview Date: w/c 19<sup>th</sup> January 2026**

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population. Hove Park School reserves the right to close the application process early if sufficient suitable candidates are identified.

Please submit your completed support staff application form to [recruitment@hovepark.org.uk](mailto:recruitment@hovepark.org.uk)

This role does not meet the requirement for UK Visas and Immigration (UKVI) Points-based Immigration System. Successful candidates will need to evidence that they have the Right to Work in the UK.

We take the wellbeing of our staff seriously and offer many staff benefits such as an onsite gym, cycle to work scheme, local government pension scheme as well as other initiatives developed by our wellbeing team.

## **JOB DESCRIPTION**

**JOB TITLE:** SEND ADMIN OFFICER - Role C

**SECTION:** Schools

**REPORTS:** SENDCo & Cullum Centre Manager

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### **1. PURPOSE OF JOB**

Under the guidance of the SENCO, and other senior staff, undertake administrative and organisational processes as required to ensure the smooth running of the school's SEND department.

### **2. PRINCIPAL ACCOUNTABILITIES**

#### **Organisation**

- Respond to complex matters raised by families, staff and external agencies as required
- Act as first point of contact for the SENCO including telephone and email enquiries, receiving visitors, and arranging hospitality
- Assist the SENCO in liaising with outside agencies and arranging visits
- Act as first point of contact in dealing with complaints from families, referring on to more senior staff as appropriate
- Contribute to the planning, development and organisation of systems that support the SEND department

#### **Administration**

- Ensure that SEND files and electronic records are kept up to date, including the SEND Register, Access Arrangements marksheets, baseline assessment data, and census reports. Where appropriate identify and implement improvements to these systems.
- Provide, administrative and organisational support to the SENCO by making appointments, arranging and preparing for meetings, and generating routine correspondence as required
- Organise and assist the SENCO with the scheduling and preparation of Annual Review meetings for students with an Education, Health and Care Plan (EHCP)
- Organise and assist the SENCO with scheduling Year 6 transition visits and meetings
- Organise and assist the SENCO with scheduling meetings for external visitors including Educational Psychologists, Advisory Teachers and specialist assessors.
- Coordinate the collection of school-based evidence for the SENCO and outside agencies
- Analyse and evaluate data / information and produce reports, information and data as required
- Complete and submit complex forms and returns, including those to outside agencies
- Attend and take minutes at meetings, as required

#### **Resources**

- Operate relevant equipment / complex ICT packages (e.g. SIMS, Google Documents, Microsoft Word and Excel,
- Manage stock and order resources as required within an agreed budget
- Provide general advice to staff, pupils, families and external agencies
- Undertake complex financial administration procedures such as the costing of SEND provision, maintaining good records of the costs incurred and analysing department expenditure
- Be able to provide first aid if required

### **Responsibilities**

- Assist the SENCO with meeting and greeting visitors
- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos, work and aims of the department and school
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** SEND ADMIN OFFICER - Role C

### CRITERIA

### ESSENTIAL CRITERIA

#### Job Related Education and Qualifications and Knowledge

- Level 3 or equivalent qualification or experience in relevant discipline
- Good working knowledge and understanding of relevant ICT packages, including the school's software / equipment / resources
- Clear understanding of SEND policy and issues within an educational environment
- Appropriate knowledge of first aid

#### Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained over a period of two years

#### Skills & Abilities

- Good analytical, literacy and numeracy skills and the ability to undertake a variety of tasks such as minute taking, complaint complex forms and producing reports
- Excellent interpersonal, communication and presentation skills
- Able to establish good working relationships including with children and families
- Able to handle sensitive matters with discretion and in confidence
- Able to work accurately and with attention to detail
- Able to organise and prioritise work effectively, to plan action to meet deadlines and to complete tasks independently
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- A professional approach to your own personal and career development

#### Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## Our Values and Ethos at Hove Park School and Sixth Form



A school is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

Student progress will always remain a key priority because outcomes so often dictate future pathways and opportunities for young people. Having been again judged by Ofsted as a 'good' school, we continue to reflect on the structures and routines that we expect to see in every lesson. Exploring the ways we teach to ensure we drive improvement and our ambition to be 'outstanding' at the next inspection.

Our early adoption of a digital device for every child has provided significant opportunities to innovate and explore digital pedagogy - both at Hove Park but also within our community and beyond. Our Wellbeing at School award demonstrates an ethos focused on ensuring all students feel cared for and supported throughout their time with us.

Our curriculum has been planned and developed to provide a whole education for all students. When we describe our curriculum we are not just talking about the sequencing of lessons and subjects across the Key Stages but also the half-termly curriculum enrichment days and extra-curricular provision that together enrich and broaden a student's time at Hove Park. A learning journey that provides a traditional foundation at Key Stage 3 from which students can build on individual strengths. We are ambitious for all our students and expect them, where appropriate to retain a breadth to their studies through the study of EBACC subjects and the use of our Project days.

The final part of my vision for our school relates very much about the school experience each and every student will have. It is about identifying the skills, values and attributes that we believe students should develop during their time with us and the things they will see, hear, try and explore at KS3, KS4 and KS5.

It is an exciting time to be part of Hove Park School as we continue to shape our future and the way we support all students to grow and achieve.