



**Senior SEND Administrator**  
**Salary circa £25,000 (pro rata)**  
**Usual working weeks: 39 weeks (term time only)**  
**Usual hours of work: 37 hours per week**

An exciting position has arisen for a Senior Administrator for SEND to support the Director for SEND at Acorn Education Trust.

The role will include:

- PA and secretarial support for the SEND Director;
- Being the first port of call for parents and Trust schools;
- Liaising with parents and other agencies;
- Arranging, preparing for and attending meetings;
- On occasion deputising for the Director at meetings;
- Administration for transition and SEND trips and visits;
- Information gathering and data management of SEND records;
- Preparation of documents for student reviews;
- Record keeping of SEND records.

The successful applicant will:

- Have GCSE in Maths and English to grade C and have studied to at least A-level or equivalent;
- Have excellent ICT and secretarial skills (a knowledge of SIMs would be advantageous);
- Have excellent organisational skills;
- Be self-motivated, dedicated, consistent and have a confident personality;
- Have strong interpersonal skills;
- Be able to work with a variety of stakeholders and groups;
- Be a strong team player;
- Hold a current driving licence and be prepared to visit the Trust schools;
- Have some knowledge of the 2015 SEND Code of Practice;
- Be interested in developing his/her a career in a growing multi academy trust.

The Acorn Education Trust is a company limited by guarantee and is also a charitable organisation responsible for the running of a group of local schools. The Trust is directly accountable to, and funded by, the Department for Education. The Acorn Education Trust currently comprises of seven academy schools: Kingdown School, The Avenue Primary School and Early Years Centre; Dilton Marsh Church of England Primary School, Keevil Church of England Academy School, West Ashton Church of England Primary School, Heytesbury Church of England Primary School, St John's Church of England Primary School.

For further details and an application form please visit the Acorn Education Trust website at <http://www.acorneducationtrust.com/vacancies/> or please contact:

Mrs E Fullick, PA to CEO  
Acorn Education Trust  
c/o Kingdown School  
Woodcock Road  
WARMINSTER, Wiltshire, BA12 9DR  
Tel: 01985 215551  
e-mail: [elf@kingdown.wilts.sch.uk](mailto:elf@kingdown.wilts.sch.uk)

Closing Date: Friday, 29<sup>th</sup> September 2017

Interviews: Week commencing TBC

*The Acorn Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service, as well as health screening.***