

ADVERT



ROLE: SEND Administrator

SCHOOL: Talbot Primary School

HOURS: 20 hours, term time plus INSET days, permanent.

Working times to be agreed with successful candidate.

SALARY: Poole Grade C

SCP 3-4 £24,796 – £25,185 FTE

£11,477.21- £11,657.27 PRO RATA

CLOSING DATE: Monday 13 October 2025 at 12 noon

INTERVIEW DATE: To be confirmed

START DATE: Early November 2025, as soon as pre-employment checks completed

Visits to the school prior to interview are strongly encouraged, please contact the school on 01202 513981 to arrange a school visit.

JOB/PERSON SUMMARY:

We are looking to recruit a SEND Administrator to provide essential admin support to our SEND team. The successful candidate will assist in the day-to-day organisation, operation and provision within the SEND area. Training to support you in your role is offered.

The successful candidate will be confident, organised and have excellent communication skills.

The post requires a high degree of interpersonal, organisation, communication and administrative skills (including initiative, flexibility, diplomacy, discretion and confidentiality and a professional approach).

The successful applicant will have:

- Knowledge and experience of Microsoft Office programs with relevant experience of office work
- Good telephone manner
- Accurate written communication skills
- Be able to multi-task, prioritise and work under pressure
- Ability to work as part of a team

Desirable skills are:

- Experience of working in a school setting
- Knowledge of Special Educational Needs processes
- Experience in using Bromcom

Talbot Primary is an ambitious, friendly and happy school for children aged 4 to 11 years. We were graded 'Good' by Ofsted (January 2022). Wellbeing is at the heart of our leadership, and we strive for excellence in all we do and a healthy work/life balance.

Our school is the heart of its community; our vision of Talbot being a place 'where children thrive and achieve', is embedded in all that we do for our pupils and the wider community. We are a safe and happy school committed to ensuring that all our children have the best possible education during this vital time of their lives. We are a 3-form community primary school, which provides education for Reception children (Age 4) to Year 6 (Age 11), situated on the beautiful South Coast. We are located in an urban setting and set within extensive playing fields and grounds, including a beautiful indoor swimming pool, Forest School and a large, productive garden, which is used to grow fruit, vegetables and sensory planting.

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members
- A supportive and approachable SLT and staff team.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Mrs H Triplow, HR Officer at school@talbot.poole.sch.uk

SAFEGUARDING:

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE GREENWAY PARTNERSHIP

The Greenway Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.