



passion for education
team player
enthusiasm
a belief in the trust
professional integrity
approachable
drive to succeed
compassion
personality
professional friend
courtesy and care
passion
emotional intelligence
child focused
work ethic
reliability
listening
commitment
trustworthy
honesty
vision
skilled
loyal
credibility
listening skills
integrity
ambition
responsibility
dedication
resilience
kindness
empathy
expertise
precision
patient
engaging
flexibility
trustworthiness
openness
respectfulness
drive
understanding
personable
knowledgeable
approachability
compassionate
care

We are committed to building a community empowered to make a difference for generations to come. We welcome applications from individuals who reflect our diverse community. We are looking for

individuals who are aspirational about the learning of all our children and who have high expectations for the outcomes of our community.

We are incredibly proud of our children and supportive staff team who work together in a friendly and caring way to provide a safe and happy learning environment, and we aim to work closely with families to give every child the best possible education.

‘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.

JOB/PERSON SUMMARY:

The SEND Admin Assistant plays a key role in supporting the SENDCo and SLT with the efficient delivery of SEND provision across the school. This includes managing all operational and administrative processes to ensure pupils with special educational needs and disabilities receive high-quality support. The role also involves maintaining accurate and compliant records and systems to ensure the schools SEND records are up to date.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- has experience of working within an administrative role
- has experience in undertaking varied administrative tasks
- has experience of working in an educational setting with SEND students
- Has a good understanding of the SEND landscape within education and any relevant legislation
- Has strong communication skills both verbal and written, with the ability to be able to receive and convey important information with a variety of stakeholders
- Has the ability to plan, prioritise and organise their own work effectively in a busy environment and manage conflicting demands

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or 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)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- 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

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 Nicky Fuller, nicky.fuller@wordsworthprimary.co.uk.

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

SAFEGUARDING:

All schools within HET 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 JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education 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.