

# SEND Administrator

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX  
01226 762 114 - [www.penistone-gs.uk](http://www.penistone-gs.uk) - @PGSALC

We are excited to be able to offer an opportunity to join our amazing SEND team in the role of Administrator

Contract: **Permanent**

Hours: **25 hours per week, term time: 38 weeks and 2 days. (9.00am to 2.00pm)**

Salary Range: **Grade 3 SCP 5 - 6, (£23500- £23893) Actual Salary: £13603 - 13830 per annum**

Start Date: **September 2024**

## About the role:

The role of Administrator is a key role to support the SENDCO and SEND Team. You will contribute to securing excellent outcomes for students by providing a comprehensive, effective administration service for all elements of SEND provision.

Ideally you will have:

- High standards and an acute attention to detail
- The ability to use a wide range of IT packages including Excel and the Microsoft Office suite
- Excellent communication skills
- Ability and willingness to play a full role in the team
- Minimum Grade C GCSE (or equivalent) qualifications generally and specifically in English/Literacy and Maths/Numeracy

The successful candidate will have either previous experience in a similar role or will have transferrable skills and experience and be excited at the opportunity of taking on a role within this key area.

## About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2023.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on evidence informed practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

## Who can I speak to for more information?

For an application form and pack please contact our HR Officer: Sue Williams on 01226 762114 ext 1022 or [HR@penistone-gs.uk](mailto:HR@penistone-gs.uk) Further information about Penistone Grammar School can be found on <https://penistone-gs.uk/current-vacancies>.

The closing date for receipt of completed application forms is **Tuesday 16 July at 09.00am**. Interviews are expected to take place on Thursday 18 July



Never Stop Flying