



# Penistone Grammar School SEND ADMINISTRATOR

Never Stop Flying



# Penistone Grammar School

Never Stop Flying

**Principal: Mr P Crook (B.Ed Hons)**  
Huddersfield Road, Penistone, Sheffield, S36 7BX  
[www.penistone-gs.uk](http://www.penistone-gs.uk)  
enquiries@penistone-gs.uk  
01226 762114  
@PenistoneGS



Achieving Excellence through a Values Driven Education

8 July 2024

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 1022 or [swilliams@penistone-gs.uk](mailto:swilliams@penistone-gs.uk)

Yours sincerely

Mr Paul Crook  
Principal



Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

## Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we 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% for performance nationally (according to DFE Figures) and over 98% of all students gaining entrance to their university of choice in 2023.

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. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.





# 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 



# SEND ADMINISTRATION ASSISTANT JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	SEND Administration Assistant
Responsible to	SENDCO
Responsible for	No line management responsibility
Grade	Grade 3, SCP 5-6
Purpose of the Role	To contribute to securing excellent outcomes for students by providing a comprehensive, effective administration service for all elements of SEND provision.

*The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.*

## MAIN DUTIES

The SEND Administration Assistant holds the following responsibilities, all of which must be undertaken in line with agreed standard operating procedures and legislation:

1. To review written Education, Health Care Plans as directed by the SENDCO.
2. To complete risk assessments for students with medical needs as directed by the SENDCO/SEND Team.
3. To prepare a variety of reports and documentation to a high standard using a range of packages including Microsoft Excel, Word, PowerPoint and Bromcom.
4. To prepare and distribute letters, emails and text messages to parents and/or students on behalf of the SEND Team. This will include the use of Schoolcomms (or similar facility).
5. To coordinate the organisation of events including preparation of action plans, liaising with staff, preparing costings, purchasing, set up and liaison with external providers.
6. To coordinate the organisation and administration in relation to duties.
7. To prepare whole school and departmental communications on behalf of the SEND Team.
8. To manage diaries on behalf of the SEND Team.
9. To communicate and disseminate information across the SEND Team and wider school effectively and in an appropriate manner.
10. To coordinate meetings.
11. To attend meetings.
12. To prepare agendas.
13. To take minutes and to distribute these in a timely manner.
14. To meet and greet visitors on behalf of the SEND Team.
15. To respond to telephone enquiries.
16. To manage any joint or shared email box on behalf of the SENDCO.
17. To design and run reports within Bromcom.
18. To telephone parents as directed by members of the SEND Team.
19. To liaise and/or meet with parents as directed by members of the SEND Team.
20. To arrange for distribution of messages.
21. To participate in activities
22. To contribute to the development of policies and procedures.
23. To undertake a range of administrative functions to a high level including data inputting, data manipulation, document presentation and word processing.
24. To arrange for hospitality.
25. To complete displays.
26. To undertake first aid.

## GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies generally and specifically including those in relation to child protection and safeguarding.
3. To actively promote and undertake personal professional development and the professional development of colleagues.
4. To ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To ensure compliance with the school's procedures concerning safeguarding.
6. To actively participate in the appraisal process.

## OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

## REVIEW ARRANGEMENTS

The details within this job description were revised in **June 2024** and will be reviewed annually as part of the Appraisal process.

I confirm I have read and understood the details contained within this job description. I understand that by signing this document I agree to the terms and conditions detailed therein.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



# SEND ADMINISTRATOR PERSON SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>Job Title</b>	SEND Administrator
<b>Responsible to</b>	SENDCO
<b>Responsible for</b>	No line management responsibility
<b>Grade</b>	Grade 3, SCP 5-6
<b>Purpose of the Role</b>	To contribute to securing excellent outcomes for students by providing a comprehensive, effective administration service for all elements of the SEND Provision.

SKILLS AND ABILITIES	Essential	Desirable
To be well organised	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to use a wide range of IT packages associated directly with the post, including Microsoft Office and MIS systems eg Bromcom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to act upon direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acute attention to detail and able to present work to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience within a similar role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of dealing with a variety of people	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Evidence of Level 2 qualifications generally and specifically in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good standard of literacy and numeracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of further training and/or qualifications relevant to the post	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current first aid qualification or willingness to train	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An understanding and awareness of policies, particularly those relating to Safeguarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An interest in the type of work involved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to on-going professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Available to work at the required times	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A friendly, welcoming and approachable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to the safeguarding and promotion of the welfare of children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>

