

SHAVINGTON ACADEMY
Rope Lane, Shavington, Cheshire CW2 5DH

Tel: 01270 260717

Email: recruitment@shavington.academy

Website: www.shavington.academy

Headteacher: Mrs Emma Casewell



Applications are invited for the full-time permanent post of

Team Secretary – SEN Support

**37 hours per week, 39 weeks per year
required to start as soon as possible**

Actual Salary £22,424 per annum

Trustees and Governors of Shavington Academy are seeking to appoint an experienced and reliable secretary to work in the Academy's resource provision and main school.

The successful candidate will provide full administrative support to enable the RP team to meet the learning objectives for individuals or groups of children with varied abilities and individual needs.

Core Purpose

- Receive telephone and other communications to enable effective liaison and recording of incoming information. Screening messages and requests and deciding upon appropriate course of action, having regard to the need to preserve an efficient image to the public of the school.
- Develop and maintain a comprehensive filing system to provide efficient and readily accessible sources of information
- Organise meetings, attend, take minutes, compile and distribute minutes
- Read incoming correspondence, sort priority mail and distribute to the department.
- Undertake typing generated by the Department to ensure that all correspondence and other texts are dealt with promptly and to a high standard. Send and receive e-mails on behalf of the department.
- Undertake general office duties as required eg. ordering supplies, photocopying, shredding, maintenance of forms registry, to ensure that operational needs are met.

Main Responsibilities

Support for the Team

- Triage SENCo emails
- Updating RP staff daily schedule
- Assisting RP staff with pupil withdrawals to RP
- Support with TA and EAA exam timetabling

- Parent/Carer contact home for general issues
- Planning and booking CPD for SEN staff (incl. TAs)
- Collecting annual review feedback/voice from teachers, parents/carers, pupils
- Arranging SEN tours with parents/carers and primary school SENCos
- Booking and facilitating dyslexia and dyscalculia screeners
- Sending and collating round robins for community paediatrics referrals
- Booking termly SEN parent/carers meetings (E, K, FC pupils)
- Monitoring and ordering SEN supplies and maintaining the storeroom
- Arranging Year 6 parent transition meetings
- Support in arranging Year 6 extended transition sessions
- Creating initial SEN Support Plans (pupil information)
- Sharing SEN information with teachers and parents/carers (Pupil Profiles and SEN Support Plans)
- Dealing with community paediatrics correspondence
- Updating Pupil Profiles
- Support with EAA for JCQ – collating teacher evidence
- Support with tracking interventions
- Collecting and recording termly standardised assessment results
- Input CEAT & EP referrals to Livewell portal
- Supporting SEN pupils with college applications
- Reconciliation of SEN register with Bromcom
- Managing SEN resources and displays in the RP
- Help with preparing for annual reviews on Liquid Logic
- Booking EHCP annual reviews with parents/carers
- Admin of the RP Teams site for RP pupils unable to attend school
- Collating resources and printing for RP pupils unable to attend school
- Assisting with home visits for RP pupils unable to attend school
- Edit SEN parent/carers termly newsletter and issue
- Arrange parent/carers coffee mornings

General Duties

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals both internally and externally
- Attend and participate in relevant meetings as required
- Participate in training and other professional learning opportunities as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at break, lunchtime, if required and in agreement with the line manager
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Promote equal opportunities at all times
- Establish constructive relationships and communicate with other agencies/professionals
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

- Improve own practice, including through observation, evaluation and discussion with colleagues
- Attend team meetings on a regular basis as agreed
- Attend whole school events, revision classes and staff professional development as appropriate, these hours will be negotiated as part of additional working time
- Be willing to undertake first aid training

PERSON SPECIFICATION

Qualifications

- ✓ At least intermediate level Qualifications, such as GCSE A*-C in Mathematics and English, or NVQ Level 2 and willingness to work towards Advanced or Level 3
- ✓ High level of academic literacy

Experience

- ✓ Ability and experience of three years or more working in an administrative setting, a school setting would be advantageous
- ✓ Experience of managing the prioritisation of workload
- ✓ Experience of the use of ICT, Microsoft word, Excel, PPT, including data input, with accuracy
- ✓ Experience of planning and minuting meetings
- ✓ Experience of monitoring, recording and reviewing pupil progress

Professional Knowledge and Understanding

- ✓ Some knowledge of relevant policies/codes of practice and awareness of relevant legislation
- ✓ Some knowledge of SEN in a school setting

Skills, Abilities and Personal Qualities

- ✓ Excellent numeracy/literacy skills
- ✓ Good communication skills orally and in writing
- ✓ Excellent organisational skills and ability to meet deadlines
- ✓ Ability to work sensitively in partnership with adult colleagues
- ✓ Ability to work constructively as a proactive team member, understanding roles and responsibilities and own position within these
- ✓ Committed to continually improving performance of self and team
- ✓ Ability to produce and adapt learning materials using ICT
- ✓ Good presentation skills
- ✓ Able to work creatively, flexibly, with enthusiasm and with initiative
- ✓ Resilience and determination when faced with difficult tasks
- ✓ Commitment to the protection and safeguarding of children and young people

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job

Closing Date: Wednesday 18th March 2026 @ 12 noon
Interview Week Commencing: Monday 23rd March 2026