



Garth Hill College

Bull Lane, Bracknell, Berkshire, RG42 2AD
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Achieving Success by Working Together

June 2026

Principal:
Mr K G Grainger MA

Assistant Principals:
Mrs S Cordoba Tellez BA Hons
Mrs R Gibbons BA Hons
Mr N Huskinson M.Ed
Mrs A Keen MSc Hons
Mrs E Renny BA Hons
Mrs S Strudley M.Ed

Vice Principal:
Mrs G Powell BA Hons

Dear Prospective Applicant

**ADMINISTRATION ASSISTANT – SEND
37 HOURS PER WEEK
TERM TIME ONLY 43.6 WEEKS
BGJ 4-6 (£13.43 - £13.84 PER HOUR, £22,279 - £22,341 PER ANNUM INCLUDING LONDON
WEIGHTING)
PERMANENT
REQUIRED FROM SEPTEMBER 2026**

Garth Hill College are seeking to appoint a reliable, efficient and enthusiastic person to the position of Administration Assistant – SEND with effect from September 2026.

The role involves planning, co-ordinating and administrating the EHCP Annual Review process along with maintaining the SEND register.

The suitable candidate will have excellent administration skills and attention to detail, including good working knowledge of Word and Excel. We would welcome applications from candidates who have experience or training in EHCP Annual Review administration.

Prospective candidates are advised to study the person specification and job description carefully.

Our last Ofsted inspection in October 2024 was very positive and confirmed that College had taken effective action to maintain the standards identified at the previous inspection (the last full inspection was in May 2019 when we were judged a 'good' school and all areas were rated 'good'). The report highlighted several key strengths including:

Pupils enjoy coming to this inclusive, friendly school. They foster strong relationships with staff and with one another.

Pupils' well-being is a priority. The highly effective pastoral system supports pupils' well-being and mental health.

Pupils benefit from the wide range of worthwhile educational experiences on offer.

The wider personal development of pupils is a strength. The school has put in place a carefully considered programme that runs through the whole school.

The school prepares pupils effectively for their next steps.

The full report can be read at <https://reports.ofsted.gov.uk/provider/23/110069>.

We are excited and confident about the future as we continue our journey to excellence. Our CPD programme is very strong. An outstanding team of teaching and learning professionals, including Lead Practitioners and Teaching and Learning Coaches, lead whole college and bespoke teacher development.

Furthermore, behaviour and inclusion support for pupils is exceptional. There is a very clear and established behaviour management system with 'send out'. The Behaviour Support Team helps staff



National Autistic Society

Autism Specialist Award Accredited 2024



and pupils to help resolve any issues that occur and work to ensure that pupils behave impeccably (one of our 'Seven Habits' for pupils). Centralised detentions help to reduce teacher workload.

I am fortunate to work with an extremely dedicated team of staff. We are passionate about our pupils' learning, and the Garth Hill community. We seek the very best for our pupils and we are committed to providing excellent service and care to them and their families. We also work in a great learning environment with superb facilities.

If you possess the qualities listed, have the necessary skills and experience, believe that working with young people is a privilege and are ambitious for the future of Garth Hill College, we welcome your application.

Please do feel free to come and visit us too or pick up the phone.

Applications

Should you have any queries please contact Mrs. K Clarke at the College via email on k-clarke@garthhillcollege.com

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. As part of this process, you will be expected to attend a panel interview. You may also be asked to complete a task relevant to the position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 09H00 ON 23 JUNE 2026.
INTERVIEWS ARE TO BE HELD ON 29 JUNE 2026.**

Safeguarding Children

Please note that Garth Hill College is committed to safeguarding children. In line with our Safeguarding Policy, we adopt safe recruitment procedures and always check the suitability of applicants to work with children/young people through the appropriate authorities. Only applications submitted on the College's application form will be considered and the successful applicant will be required to undertake a full check and disclosure by the Disclosure and Barring Service. It is our normal procedure to request references on shortlisted candidates prior to interview.

Support and Professional Development

A range of support and professional development opportunities are available at Garth Hill College.

- Friendly and supportive working environment
- Strong staff well-being culture and programme of events
- OFSTED 'good' (May 2019)
- Free use of on-site gym with rowing machines, cross-trainer, spin bikes and free weights.
- As a Bracknell Forest Local Authority school, staff also take advantage of Bracknell Forest employee benefits [Staff benefits | Bracknell Forest Council \(bracknell-forest.gov.uk\)](http://bracknell-forest.gov.uk).
- A comprehensive induction programme for new staff

Yours faithfully



Keith Grainger
Principal