

THORNLEIGH SALESIAN COLLEGE

JOB VACANCY PACK

SEN Administration Officer

Sharples Park, Bolton BL1 6PQ
Tel: 01204 301 351
contact@thornleigh.bolton.sch.uk
www.thornleigh.bolton.sch.uk





MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

"Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff."

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that 'the best thing about their school is their teachers' and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



> "PUPILS CLEARLY DISPLAY THE SALESIAN VALUES.
>
> **OFSTED 2024**



SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:

SAFEGUARDING & CHILD PROTECTION POLICY

KEEPING CHILDREN SAFE IN EDUCATION

Thornleigh Salesian College

Job Vacancy

SEN Administration Officer

Grade D SCP 6-11 (£26,847-£29,071)
Pro rata'd salary (22,989 - £24,893)
Term time plus 5 days
Permanent
32.5 hours per week
Required as soon as possible

We are seeking an organised, enthusiastic and highly motivated SEN Administration Officer to provide efficient administrative support to the school's Special Educational Needs (SEN) department.

The postholder will ensure that pupil records, statutory documentation, annual reviews and associated processes are maintained accurately and within required timescales. They will act as a key point of contact for parents, carers, teaching staff, local authorities and external professionals, ensuring communication is professional, sensitive and timely.

We can offer you:

- The opportunity of working in a well-resourced, innovative and supportive department.
- Opportunities to collaborate with outstanding and dynamic teaching professionals
- Excellent professional development opportunities
- A supportive and generous well-being offer
    - Supportive staff wellbeing team who host a staff briefing every Friday morning whereby breakfast is provided for all.
    - Recognition and reward for the weekly nominated staff member of the week
    - Frequent staff surveys and SLT focus groups
    - A supportive and comprehensive CPD package
    - A new starter induction programme and coffee morning
    - Quarterly well-being coffee and cake support groups

Staff also have access to the Schools Advisory Wellbeing Package which have a wide range of complementary wellbeing services and can offer support as follows:-

- Unlimited Counselling
- Cancer and Chronic Conditions Support
- GP Phone Consultations
- Menopause Support
- Physiotherapy and much more

Closing Date: 9am Monday 7th December 2026
Interview Date: TBC

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk
Please send completed application forms to hr@thornleigh.bolton.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

We reserve the right to close the advert early should sufficient, suitable candidate applications be received.

In accordance with Keeping Children Safe in Education 2026, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

JOB DESCRIPTION

School	THORNLEIGH SALESIAN COLLEGE
Job Title	SEN ADMINISTRATION OFFICER
Grade	GRADE D SCP 6-11
Primary Purpose of the Job	The postholder will ensure that pupil records, statutory documentation, annual reviews and associated processes are maintained accurately and within required timescales. They will act as a key point of contact for parents, carers, teaching staff, local authorities and external professionals, ensuring communication is professional, sensitive and timely.
Responsible to	SEN Co-ordinator
Responsible for	n/a
Principal Responsibilities	● Provide comprehensive administrative support to the SENCO and SEND team. ● Maintain accurate, confidential and up-to-date SEN pupil records. ● Support the administration and coordination of EHCP applications, reviews and amendments. ● Arrange and coordinate annual review meetings, including invitations, paperwork and follow-up actions. ● Liaise professionally with parents, carers, teachers, local authorities and external agencies. ● Prepare reports, correspondence, letters and meeting documentation. ● Monitor deadlines relating to EHCP reviews and statutory processes. ● Minute meetings ● Maintain records of interventions and additional support. ● Support the SENCO with gathering information about pupil progress. ● Run regular reports to identify trends in SEND data. ● Maintain electronic and paper filing systems. ● Support the collation of evidence and documentation for referrals and assessments. ● Handle sensitive and confidential information in accordance with GDPR and safeguarding procedures. ● Respond to telephone, email and face-to-face enquiries. ● Provide general administrative support to the wider inclusion team as required.

MAIN DUTIES	
A.	**SEND Administration and Record Keeping** ● Maintain accurate electronic and paper records for pupils with SEND. ● Update pupil information, provision maps and intervention records. ● Ensure all SEND documentation is filed appropriately and accessible to authorised staff. ● Monitor and maintain accurate records of pupils receiving SEN Support and those with EHCPs. ● Support the SENCO with administrative returns and data collection ● Collate intervention information for Provision Maps

B.	**Education, Health and Care Plans (EHCPs)** ● Maintain an up-to-date record of pupils with EHCPs. ● Monitor EHCP annual review dates and statutory deadlines. ● Coordinate the administration of annual review meetings. ● Prepare and distribute invitations and relevant paperwork. ● Request professional advice and reports from relevant agencies. ● Collate contributions from teachers, parents and professionals. ● Prepare documentation for submission to the Local Authority. ● Maintain records of amended and updated EHCPs. ● Monitor outstanding actions following annual review meetings.
C.	**Communication and Liaison** ● Communicate with parents and carers in a professional and supportive manner. ● Liaise with external agencies, including educational psychologists, health professionals and specialist services. ● Support communication between the SENCO, teachers and support staff. ● Arrange meetings and appointments as required. ● Prepare letters, emails and other correspondence.
D.	**General Administrative Responsibilities** ● Provide administrative support to the SENCO and inclusion team. ● Manage diaries, appointments and meeting schedules. ● Prepare agendas, minutes and reports. ● Maintain filing systems and databases. ● Photocopy, scan and distribute documentation. ● Monitor stationery and departmental resources. ● Support the preparation of documentation for inspections and audits.
E.	**Confidentiality, Safeguarding and Data Protection** ● Maintain strict confidentiality when handling sensitive pupil and family information. ● Comply with GDPR and the school's data protection policies. ● Follow safeguarding procedures and report concerns through the appropriate channels. ● Ensure information is shared only with authorised individuals. ● Maintain secure storage of confidential records.
F.	**General Responsibilities** ● Work in accordance with school policies and procedures. ● Promote equality, diversity and inclusion. ● Undertake relevant training and professional development. ● Participate in performance management and supervision. ● Undertake other reasonable duties appropriate to the level of the post. ● To work in keeping with the Salesian ethos of the school.

Date Job Description prepared/updated	November 2026
Job Description prepared by	M Fitzsimons

PERSON SPECIFICATION

Stage One: Disabled Candidates are guaranteed an interview if they meet the essential criteria.

Qualifications and Training

Criteria	Essential	Desirable
GCSE English and Mathematics (Grade 4/C or above) or equivalent	✓	
Relevant administration qualification		✓
Evidence of continuing professional development		✓
GDPR / data protection training		✓
Safeguarding training		✓

Knowledge and Experience

Criteria	Essential	Desirable
Previous experience in an administrative role	✓	
Experience maintaining accurate records and databases	✓	
Experience handling confidential information	✓	
Experience using Microsoft Office applications	✓	
Experience working within an educational setting		✓
Knowledge of SEND legislation and guidance		✓
Understanding of the SEND Code of Practice 2015		✓
Knowledge of EHCP processes and annual reviews		✓
Experience maintaining an SEN register		✓
Experience liaising with parents and external agencies		✓
Experience preparing formal reports and correspondence		✓

Skills and Abilities

Criteria	Essential	Desirable
Excellent organisational and administrative skills	✓	
Excellent written and verbal communication	✓	
Ability to prioritise competing workloads	✓	
Ability to work accurately with attention to detail	✓	
Ability to work independently and as part of a team	✓	
Ability to meet deadlines and manage time effectively	✓	
Ability to deal sensitively with confidential information	✓	
Good IT and database management skills	✓	
Ability to produce accurate minutes and reports		✓
Ability to develop and maintain effective administrative systems		✓

Personal Qualities

Criteria	Essential	Desirable
Understanding of the needs of children and young people with SEND		✓
Professional, approachable and friendly manner	✓	
Patient, caring and empathetic approach	✓	

Flexible and adaptable	✓	
Reliable and trustworthy	✓	
Able to remain calm under pressure	✓	
Positive attitude and willingness to learn	✓	
Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	✓	
Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	✓	

Date Person Specification prepared/updated	November 2026
Person Specification prepared by	M Fitzsimons