



# Bishop's Hatfield Girls' School

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| <b>Job Title:</b>      | SEND Administrator  |
| <b>Salary:</b>         | Salary Scale H5 £25,807 - £28,021 pro-rata - actual salary assuming 20 hours pw for 39 weeks pa £11,932 - £12,955 |
| <b>Hours:</b>          | Part-time, negotiable, anticipated to be 16 - 22 hours per week term-time plus one week (39 working weeks pa)     |
| <b>Responsible to:</b> | Teaching and Learning Leader for Learning Support (SENDSCO)   |

We are looking for a committed, motivated and enthusiastic person to provide administrative support to our SENDCO and Learning Support Team. More than ever before, young people need support with their learning and development and we are seeking to recruit someone who is keen to help the school provide this support to pupils with SEND. You will join a friendly and caring team, and will work alongside them to ensure the team can operate efficiently through excellent communication, maintaining accurate records and establishing effective administrative processes.

Candidates wishing to increase their hours may be able to do so if they are willing to take on Learning Support Assistant and Cover Supervisor duties. Please indicate in your application whether you are interested in this.

The school's Admissions' Code gives priority places to children of staff. We give high priority to staff development and staff are able to apply for our Professional Development Award which provides bursary payments to help finance CPD that goes beyond the school's usual training programme.

At Bishop's Hatfield Girls' School we aim to ensure that all pupils, including those pupils identified with Special Educational Needs and Disabilities (SEND), can enjoy and benefit from a broad and balanced education with access to the curriculum at an appropriate level, so that they may achieve their full potential. All students irrespective of ability, race, gender or need are respected and valued as individuals. Students with SEND are fully included in all aspects of the life of our school, including its social and cultural activities. We are committed to narrowing the attainment gap between SEND and non-SEND students and offer a range of personalised learning interventions/opportunities to support this. We are very proud of all our students and their achievements.

Visitors tell us that our school is a friendly, lively and stimulating community where we emphasise the importance of the individual's contribution and take pleasure in sharing and celebrating achievement. They commend the good behaviour of the pupils and their thirst for knowledge. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' heritage, identity, religion and beliefs. We hope that the values, self-discipline and sense of personal worth that pupils gain here will be a support throughout their lives as British and Global Citizens. We particularly welcome applications from BAME candidates or from other groups that are underrepresented in the UK education system. We are a single sex school but we encourage any gender to apply for staff posts.

Bishop's Hatfield Girls' School has around 950 pupils on roll including the Sixth Form. We are fully committed to our values of teamwork, respect, honesty, trust, kindness and ambition. The school successfully completed its most recent OFSTED inspection in December 2022 and was judged to continue to be Outstanding. The school has benefited from a total rebuild on the same site and enjoys excellent state of the art facilities. BHGS holds International School Status and is a Fairtrade School. Hatfield is within easy reach of London and other areas and the London Fringe Allowance is payable.

We take safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

The salary will be prorated to agreed hours. The rate shown includes London fringe but does not include any pay award for 2024.

***Please see the job description on our website for more detail.***

**Closing date for applications: by 9am Monday 8th July 2024** (we reserve the right to make an early appointment should a suitable candidate apply before this date)

**Interview and assessment date: tbc**

**PLEASE COMPLETE THE BHGS APPLICATION FORM** available on our website - [www.bishopatfield.herts.sch.uk/vacancies/application](http://www.bishopatfield.herts.sch.uk/vacancies/application) form for support staff. Completed applications should be emailed to [sfullerton@bishopatfield.herts.sch.uk](mailto:sfullerton@bishopatfield.herts.sch.uk)

*An Equal Opportunities' Employer, Bishop's Hatfield Girls' School is committed to the protection and safety of its pupils and expects all staff to share this commitment.*

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***"Pupils flourish and support each other to succeed"***