Balshaw's
Church Of England High School

SEN Administrative Assistant
Ref: 202839

Required from January 2027

Closing Date: 9:00am on Thursday 19th November 2026

Completed application form to be emailed to:
applications@balshaws.org.uk

(Please ensure you quote the vacancy applied for in the subject line.)

Proposed dates:
Shortlisting: Friday 20th November 2026
Interview: Tuesday 24th November 2026

SEN Administrative Assistant

37 hours per week, term time only

Grade 4 SCP 4-6 (£26,016- £26,847) - *please note the salary quoted is full time equivalent and will be paid on a pro-rata basis.*

Required ASAP

SCHOOL BACKGROUND:

Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

THE ROLE:

Balshaw's C.E. High School is seeking a dedicated and organised SEN Administrative Assistant to join our supportive team. This role is vital in ensuring the smooth running of our Special Educational Needs (SEN) provision.

Key Responsibilities:

- Carry out a range of administrative tasks to support the SEN department, including maintaining accurate records, preparing documentation, and liaising with staff and parents.
- Supervise the SEN Regulation Room, providing a calm and structured environment for students who require additional support.
- Assist with day-to-day coordination of SEN resources and contribute to the effective delivery of inclusive education.

We are looking for someone who is:

- Highly organised and detail-oriented.
- Approachable, patient, and committed to supporting students with diverse needs.
- Able to work collaboratively as part of a team and communicate effectively.

If you are passionate about making a difference and supporting young people to thrive, we would love to hear from you!

The closing date is Thursday 19th November at 9:00am.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile

Post title – SEN Administrative Assistant	
GRADE:	Grade 4 SCP 4-6
CAR USER:	N/A
LOCATION:	Balshaw's Church of England High School
RESPONSIBLE TO:	SENDCO
STAFF RESPONSIBLE FOR:	N/A

Scope of Work – appropriate for this post

Under supervision of the SENCo or designated senior staff:

- Provide administrative and organisational support to ensure the smooth running of the SEN department.
- Assist in the implementation of SEN policies and procedures.
- Support the coordination of provision for students with additional needs, ensuring compliance with statutory requirements.

Accountabilities/Responsibilities – appropriate for this post may include:

- Carry out a range of administrative tasks to support the SEN department, including maintaining accurate records, preparing documentation, and liaising with staff, parents and external agencies.
- Supervise the SEN Regulation Room, providing a calm and structured environment for students who require additional support.
- Assist with day-to-day coordination of SEN resources and contribute to the effective delivery of inclusive education.
- Maintain and update SEN databases and student records, ensuring accuracy and confidentiality.
- Prepare reports and documentation for reviews, EHCP/ILP meetings, and other statutory and non-statutory processes.
- Provide calm, supportive assistance to students who are dysregulated, helping them to regulate emotions and return to learning.
- Build positive, trusting relationships with students, promoting emotional well-being and inclusion.
- Implement strategies recommended by SENDCo and/or pastoral team to support students during challenging moments.
- Coordinate communication between teachers, parents, and external agencies regarding SEN provision.
- Assist with exam access arrangements, including liaising with staff and organising resources.
- Support the organisation of SEN training sessions for staff and maintain attendance records.

General

- Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.

- To be aware of the confidential nature of issues.

Additional supporting information – specific to this post.
Indicative knowledge, skills and experience • Strong organisational and administrative skills, including proficiency in Microsoft Office and school MIS systems. • Excellent communication skills, both written and verbal, with the ability to liaise effectively with staff, parents, and external professionals. • Ability to work under pressure, prioritise tasks, and meet deadlines. • Experience of working in an educational setting, ideally with SEN responsibilities. • Understanding of safeguarding and confidentiality requirements. • Ability to work effectively with children and young people, including those with complex needs. • Skills in de-escalation and emotional regulation techniques, maintaining a calm and reassuring presence. • Empathy and patience, with a commitment to supporting students' social and emotional development.

Prepared by:	SENDCO	**Date:**	08/01/2026

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required**.**

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check.

Diversity and Equality

As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification Form

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy.	E	AP, I
Experience		
Experience of working in an office	D	AP, I
Experience of working in a school	D	AP, I
Experience of Administrative work	D	AP, I
		AP, I
Knowledge/skills/abilities		
Ability to relate well to people	E	AP, I, R
Ability to work as part of a team	E	AP, I, R
Excellent communication skills	E	AP, I, R
Ability to relate well to parents/carers	E	AP, I
Time management skills	D	AP, I
Organisational skills	E	AP, I
Knowledge of the concept of confidentiality	D	AP, I
First Aid Certificate	D	AP, I
Administrative skills	E	AP, I
Knowledge of SIMS	D	AP, I
Flexible attitude to work	E	AP, I
High levels of literacy, spelling, punctuation and grammar	E	AP, I
Other		
Commitment to undertake in–service development	E	AP, I
Commitment to safeguarding and protecting the welfare of children and young people	E	AP, I

SUMMARY

It is said at Balshaw's that "Once a Balshavian, always a Balshavian." This is very true – a number of staff are previously students of the school and there is a very small turnover of staff either through retirement or promotion. We hope that when you visit our school you will get a strong sense of the Christian family values that underpin what we do.

Balshaw's is more than a school – it is a family. This post offers you the opportunity to become part of the Balshaw's family where you will be able to make a difference to the lives of the young people who are our future

Lighting the path to excellence through Christian vision and values.

Gospel values of love, forgiveness, friendship, kindness, truth, patience, respect and humility are the foundation for decisions made in the Balshaw's family. Our aim: to develop students of faith and no faith, who reflect Christ's love within the wider community.

OFSTED (2023)

- Students are proud to attend their school.
- Leaders are ambitious for all pupils, including those with special educational needs.
- Teachers have high standards for students' academic achievement and their behaviour.
- The atmosphere around school is calm and respectful.
- Pupils benefit from the opportunities for their wider development.
- Pupils behave well around the school and in lessons.
- Safeguarding is effective.

SIAMS (2019)

- 'Religious Education is both inspirational and challenging.'
- 'Strongly held values infuse the school community.'
- 'Collective worship is exemplary.'
- 'The senior leadership team provide inspirational and caring leadership.'
- 'The quality and range of their [pupils'] theological thinking is impressive.

APPLICATION

All applications should be on the Lancashire County Council application form and can be obtained from the school website www.balshaws.org.uk. **Completed forms should also be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mr. S Haycocks, Headteacher and emailed to applications@balshaws.org.uk by Thursday 19th November at 9:00am. **Please ensure you quote the vacancy applied for in the subject line.** Applications sent to other email addresses will not be accepted.

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest in this position.