



Hope High School



08 October 2026

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

SENCO ADMINISTRATOR

DOCUMENT CONTROL

Information

Creation date	08/10/2026
Recruitment Lead for post	Helen Dunbavin
Recruitment Lead contact email	dunbavin@hope.lancs.sch.uk
Template version	Candidate Information pack Administration
Category	Recruitment
Role	SENCo Administrator
Closing Date	Friday 30 th October 2026 – 9am
Interview Date	TBC
Start Date	ASAP
Salary Grade	Grade 5 – 6 (Dependant on Experience)
Hours	Part time (3 days a week), Term Time plus INSET Days
Contract	Permanent

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Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

Hope High School is seeking a highly organised, professional and motivated SENCo Administrator to join our dedicated team. This is an exciting opportunity to play a key role in supporting the school's SEND provision and ensuring that statutory processes are administered efficiently and effectively.

Working closely with the SENCo, senior leaders, families and external professionals, you will provide high-quality administrative support that helps secure the best possible outcomes for our pupils.

The successful candidate will be organised, detail-focused and able to manage competing priorities within a busy school environment. Excellent communication, IT and record-keeping skills are essential, alongside a commitment to supporting children and young people with special educational needs.

You will be joining a talented and supportive staff team where collaboration, innovation and pupil-centred practice are at the heart of everything we do. Our pupils deserve the very best support and this role is a vital part of ensuring they receive it.

For more information about the school please visit our website www.hope.lancs.sch.uk

Please read the job description and person specification contained within this document carefully.

For more information on the role, informal chat or arrange a visit to look around please contact the recruitment lead for this post Helen Dunbavin on 01695 721066 or email dunbavinh@hope.lancs.sch.uk

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Colin Watson



School Business Manager

About the school

Hope High School in Skelmersdale is a SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In June 2025, the school was inspected by Ofsted and maintained its previous judgement of good in all areas. The school aims to build on this strong outcome and continue its journey of improvement.



We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and of course classrooms each having the latest learning technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.

Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.

Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.



Helen Dunbavin

A handwritten signature in cursive script that reads 'H. Dunbavin'.

Headteacher

Personal Specification

Post Title	SENCo Administrator	
Grade	5 – 6	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (O))
Qualifications		
GCSE or equivalent plus experience of working in a similar role OR specialised skills acquired through significant on the job experience	E	AF
Degree	D	AF
SEN Experience	D	AF/I/R
Professional knowledge and experience		
Comprehensive understanding of office practices, processes and procedures	E	AF/I/R
Experience in administrative roles.	E	AF/I/R
Experience of working within a school or educational environment	D	AF/I/R
Knowledge of SEND processes and Education, Health and Care Plans	D	AF/I/R
Experience within a school administration role	D	AF/I/R
Proficient in Microsoft Office applications and school management systems	D	AF/I/R
Knowledge/skills/abilities		
Strong communication and interpersonal skills	E	AF/I/R
Effective/collaborative team member	E	AF/I/R
Values working in partnership with parents and has confidence to engage with them	E	AF/I/R
Ability to use and develop the skills of support staff	E	AF/I/R
Strong IT skills – Word/Excel/MS teams/Bespoke Applications	D	AF/I/R
Personal Qualities		
Ability to relate well to children	E	AF/I/R
Ability to work as part of a team	E	AF/I/R
Flexible attitude to work	E	AF/I/R
Good communication skills (oral and written)	E	AF/I/R
Sense of humour	E	AF/I/R
Enthusiastic, self-motivated, hardworking and dedicated	E	AF/I/R
Professionalism – high expectations and standards	E	AF/I/R
Excellent attendance record	E	AF/I/R

Post Title	SENCo Administrator	
Grade	5 – 6	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (o))
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I/R
Commitment to equality and diversity	E	AF/I/R
Commitment to health and safety	E	AF/I/R
Fully support our vision for the best outcomes for all children	E	AF/I/R
Commitment to all aspects of school life, extra-curricular, extended school activities and residential visits	E	AF/I/R
Commitment to undertake professional development / INSET	E	AF/I/R

Job Description

Post Title	SENCo Administrator
Grade/Salary	5 – 6
Location	Hope High School
Responsible to	SENCo
Staff Responsible For:	N/A
Purpose of the role (job statement)	
Under the reasonable direction of the School SENCo, carry out the professional duties of a school SENCo administrator	
Main Activities	
Key duties	
• Provide administrative support to the SENCo and wider pastoral team. • Maintain accurate SEND records, pupil files and databases. • Coordinate annual reviews, EHCP reviews and SEND meetings. • Prepare and distribute reports, paperwork and meeting documentation. • Liaise with parents, carers, local authorities and external agencies. • Track statutory deadlines and ensure compliance with SEND legislation. • Support the collection and analysis of SEND data. • Assist with referrals, consultations and requests for information. • Maintain confidentiality and handle sensitive information appropriately. • Contribute positively to safeguarding, attendance and pupil support processes.	
School Ethos	
• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example. • Promote actively the school's corporate policies. • Comply with the school's health and safety policy and undertake risk assessments as appropriate The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.	

What We Offer
• A supportive and welcoming team. • Opportunities for professional development and training. • A rewarding role where you can make a genuine difference. • Access to employee wellbeing support. • A unique and inspiring specialist school environment.

Additional Information

The above document 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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

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.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk