



HOE VALLEY SCHOOL

ADMINISTRATOR TO SENCO

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £25k to £30k actual salary

The School

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential.”

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

To provide administrative and exam access arrangements support to the SENCO.

Role Information

Contract: Term time plus 1 week in school holidays, Permanent

Hours: Monday to Friday 8:00-4:30pm

Salary: £25k to £30k actual salary (£28,585 to £34,302 FTE)

Start date: 1st September 2026

Responsible to: SENCO and ultimately the Head Teacher

Core Responsibilities

SEN Administrator - workload split of 3 days per week

- To support the SENCO to provide effective internal and external communications to staff, students, parents and other stakeholders.
- First point of contact for parents of students with SEND and professionals
- Responsible for scheduling appointments with outside agencies as directed EP, SALT, OT etc
- Generation of letters and emails
- To maintain and update student records on SIMS, student files and SEN register
- The administration for Annual Reviews, EHCP applications and neurodiversity referrals
- Responsible for sending completed EHCP Review documents to SCC Case worker
- To be the main point of contact for visiting professionals and ensuring that our safeguarding policy is adhered to.

Access Arrangements Coordinator - workload split of 2 days per week

- Responsible for and coordinate all aspects of the day-to-day operation and administration of Exam Access Arrangements making sure they are processed accurately and efficiently within JCQ and awarding organisation requirements.
- To coordinate and provide specialist screening and assessment of learners with suspected and/or diagnosed Specific Learning Difficulties for learner Exam Access Arrangements in line with JCQ guidelines.
- To communicate and share information (in line with GDPR) with learners' previous school, learners' families/carers and external professionals, where relevant.
- To provide information and support for teachers to enable them to present and evidence the necessary background information, documentation and learner 'normal way of working', to justify screening/assessment and applications for Exam Access Arrangements.
- To submit applications online and work closely with the Exams department to ensure the smooth running of Exam Access Arrangements
- To collate and process varied supporting documentation and reports.
- To support with the JCQ and Awarding organisation inspection and audit visits.
- To keep up to date with legislation and JCQ / Exam Access Arrangements requirements
- To complete Form 8 and Form 9 reports, centre file notes and GDPR forms to the required standard and quality, in line with JCQ regulations.
- To communicate assessment findings to learners, staff and families/carers as required.

The workload split is an average and may vary across the academic year.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form, interview
Evidence of successful sustained employment in a comparable working environment in administration support	Experience working within an educational setting with an understanding of administrative processes.	Application form, interview
	Experience of handling confidential and sensitive information	Application form, interview
ICT literate with proficiency in a range of applications	Experience of using Google suite of applications in a working environment Experience of using SIMS software.	Application form, interview
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and</p>		Application form, interview & reference

overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		