



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

SEND Administrative Assistant

Responsible for:	The provision of efficient administrative and clerical support to the inclusion team across the College (4-18 years)
Reporting to:	Assistant Principal: Inclusion
Liaising with:	SENCO, Deputy SENCO, Vice Principals, Exams Manager, Colleagues
Working Time:	37 hours per week, term time only
Salary:	SCP 7 -10 £26,402 - £27,694 FTE) Actual salary £21,165 - £22,201
DBS:	Enhanced

Administrative Support

- Provide administrative support in SEND meetings, taking notes and locating files and other information as requested
- Maintain accurate files and records of pupils with SEND e.g. provision maps, including meeting notes where appropriate
- Support the SENCO with the SEND referrals ensuring all records are updated regularly e.g. referrals to ND Pathway, staff referrals
- To support with Exam Access Arrangements administration including obtaining evidence from teachers and preparing paperwork for submission to the Exam Boards
- To support in the preparation for meetings with external agencies e.g. EP, OT SALT.

Support for Pupils and Parents/Carers

- Take initial enquiries from parents/carers and communicate them to the relevant members of staff as appropriate
- Communicate information regularly to parents/carers as and when appropriate
- Liaise with parents/carers about appointments and meeting times
- Prepare relevant documentation around SEND e.g. for EHCP applications, Annual Review meetings and High Needs Funding.

Support for Teachers

- Ensure information about pupils with SEND is recorded and stored accurately and so that it is available to teaching staff to support teaching and learning
- Request and share information about pupil progress including updating pupil profiles (or equivalent)

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a diverse and inclusive co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

General Duties:

- To ensure a duty of care at all times to safeguard and promote the welfare of all pupils
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with pupils, parents, colleagues
- To provide a welcoming environment for all visitors to the College
- To adhere to school policies and procedures as set out in the staff handbook and other documentation available
- To support the College and its leadership
- To ensure the confidentiality of the communications and records in line with College policy and GDPR requirements
- To actively engage with the performance management process and continue with personal and professional development
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

May 2026

Person Specification:

Characteristics	Essential	Desirable	Evidence
Qualifications	GCSE or equivalent in Maths and English Grade 4 or equivalent	SEND qualification	A,I
Experience and Knowledge	<p>Experience of working in a busy office environment</p> <p>Experience of using management information systems</p>	<p>Experience of working in a school office environment</p> <p>Experience of using SIMS/BromCom (School Information Management System)</p> <p>Experience of working with young people, preferably in a school setting</p>	<p>A,I,R</p> <p>A,I</p> <p>A,I</p>
Skills	<p>Ability to undertake a variety of administrative functions i.e. filing, telephone enquiries, typing letters etc.</p> <p>Ability to use a range of IT packages including Microsoft Office and web based applications</p> <p>Ability to work independently, prioritise workload, manage time effectively</p> <p>A willingness to be flexible, demonstrating a “can-do” attitude</p> <p>A commitment to the aims and objectives of the whole school and an understanding of how this post will contribute to fulfilling these aims</p> <p>Willingness to learn new skills for professional development</p> <p>An understanding of the practice of confidentiality in school</p> <p>A commitment to safeguarding and promoting the welfare of children</p>	<p>Willingness and ability to contribute to the LC+ curriculum</p>	<p>A,I</p> <p>A,I</p> <p>A,I,R</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>
Personal Attributes	<p>Good organisational skills</p> <p>Ability to work as part of a team</p>		<p>A,I,R</p> <p>A,I,R</p>

	Ability to work under pressure		A,I
	Ability to keep calm in difficult situations		A,I
	Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors		A,I,R