



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

adminoffice@harrowway.hants.sch.uk

"Harrow Way continues to be a good school with many outstanding features." **01264 364533**
Ofsted HMI July 2022

SEND (Special Educational Needs & Disability) Administration Assistant

Permanent, Term time plus 1 week in the summer, 35 hours per week

For September 2025

C Grade - £19,746 - £20,575 Actual (£24,405 - £25,430 FTE)

An opportunity has arisen for a suitable candidate to take on the role of SEND Administration Assistant. As a member of the Support Staff Admin team, the role will require the post-holder to provide day to day admin support to the SEND Coordinator and Assistant SEND Coordinator.

Required skills:

- Sound knowledge and experience of using Microsoft and google applications.
- Excellent administration skills (including data entry, producing letters and reports & communications)
- Excellent attention to detail and produces accurate work.
- Ability to work under own initiative and as part of a team.
- Excellent interpersonal and communication skills and be able to work calmly under pressure.
- Highly organised and able to prioritise.
- Be trustworthy, professional and must be professionally discreet and respect confidentiality

How to Apply

Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Tracey Roberts, Business Manager, on the above number.

For more information about our school or to apply, please visit our website. You can download an application form at: <https://www.harrowway.hants.sch.uk/school-information/vacancies>

Please send your completed application form to: HR@harrowway.hants.sch.uk

Application Deadline: Monday 16th May 2025 – we reserve the right to close the application deadline early should enough applications be received.

Harrow Way Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

