



## Full-time, Term-time only, Specialist School Administrator (SEND) at More House School

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Full-time, permanent, term-time only (39 weeks per year), non-residential position starting September 2024, or as soon as possible thereafter.

**We are looking to recruit a dynamic, resourceful and welcoming professional, to join our busy office team. Reporting to both the Director of Assessment and Therapy, and the Assistant Head (Training and Outreach) you will be responsible for a range of administrative tasks related to Education Care and Health Plans, pupil Annual Reviews, staff induction and training, CPD, and onsite, offsite and online education programmes.**

**The role involves organising, coordinating and maintaining communication with staff, departments and external stakeholders to ensure smooth and efficient administration processes.**

**You must have excellent administrative and communication skills along with a good working knowledge of Office 365. Previous proven experience in a customer-facing role is essential. Knowledge and experience of education, in particular of SEND, would be an advantage.**

**Our staff are committed and inspirational, transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language Disorder and associated conditions, by empowering them.**

[www.morehouseschool.co.uk](http://www.morehouseschool.co.uk)

*Ofsted Outstanding 2023*



Our School vision is:

**To lead in transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language Disorder and associated conditions, by empowering them.**

Our School Values are:

**Kindness – Spirit - Responsibility**

### **The School:**

Nationally celebrated, More House School provides an exceptional, mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to



recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and 'A' Level, above the national averages. A majority progress to university.

The School has an 85-year history of supporting boys with additional challenge in their educational experience. Now with 500 pupils, the School has grown significantly in recent years and has the largest number on roll ever. It is recognised as being the largest SEND-specialist provision in the United Kingdom and is heavily involved in outreach work. More than half of pupils have their places funded by their local authorities.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Pupils benefit from classroom teaching which recognises that each pupil is individual in his profile of skill strengths and weaknesses, and which focuses on adaptive strategies which look beyond pupils' individual diagnoses and prioritises the support of the four core elements of language, attention, processing and working memory. All teachers are supported to develop their understanding and professional practice in this respect, both on arrival and throughout their employment, through high-quality, nationally-accredited training delivered in-house.

Class-sizes are small, with a maximum of 15 pupils, and almost all pupils receive timetabled support through the on-site Learning Development Centre which comprises Speech and Language Therapists, Occupational Therapists and specialist Dyslexia-qualified Literacy and Numeracy Tutors.

Judged 'Outstanding' by Ofsted in its last five School inspections, our most recent inspection (March 2023) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. The School's provision for residential boarders was most-recently inspected in November 2023 and likewise graded Outstanding in every respect. More House is CReSTeD approved, listed in their Specialist Schools category, and is an active member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire/Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away, Basingstoke twenty-five, and Southampton an hour.

In recent years, the School has built its School of Engineering and CAD facilities, opened a new Humanities block and School Chapel, completed our brand-new library and Media Studies centre, and grown our learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. Future plans include an ambitious building project improving further our Science laboratory facilities, extending the School's medical surgery and improving facilities for therapeutic counselling. We are also seeking planning permission for another project which will realise increased resources for Sports.

Teaching and support staff join the School from a variety of backgrounds. Many employees have worked at More House for a number of years, but the School has supported numerous teachers through their initial teacher training, and more through their Early Career Training. Those already qualified may have previous experience in the state-maintained or independent sectors, and may have previous experience supporting learners with specific learning and language difficulties, or may not.



Adults with a genuine wish to develop their skills in making learning opportunities successful for neurodiverse learners thrive at More House School. The School provides a high level of support and training for all teaching and support staff, affording the development of confidence, skill and qualifications in helping pupils to overcome the potential barriers to achievement posed by their difficulties. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of its provision, in order to realise the best possible experiences and outcomes for all pupils. All our staff are united by a shared commitment to the School's vision and mission, and by our values of Kindness, Spirit and Responsibility.

### **About the department:**

The Headmaster's Office comprises Main Reception, located at the front of the school, two general administration offices and the Admissions Office. There are five full-time members of staff and four part-time members of staff. The department has grown in recent years to accommodate the ever-increasing administrative demands placed upon the school due to rising pupil numbers.

### **About this post:**

A well-organised, enthusiastic, and experienced people facing administrator with excellent customer-service, I.T., and written and spoken English skills is sought to join the team.

The successful candidate will have a happy and flexible disposition with a caring and patient attitude towards others. He or she will have good communication skills and be vigilant and detailed in their approach. Professional discretion and appreciation of the confidential nature of much school information is essential. Being able to provide cover for absences or willingness to work extra time in an emergency would be viewed as advantageous.

All school employees benefit from free on-site parking, and excellent free lunchtime meals in the school's refectory. School terms are shorter than in the state-maintained sector, with generous school holidays. A comprehensive induction programme is provided, and ongoing professional development is supported through INSET days and training opportunities.

### Specific Duties:

#### EHCPs and Annual Reviews

- To assist the Director of Assessment and Therapy with the administration tasks associated with supporting our pupils with Education, Health and Care Plans issued by a local authority.
- To assist the Annual Reviews Manager with the administrative tasks associated with the school's Annual Review process.
- Data input and management of the MIS, including preparing, recording and submitting relevant documentation.
- To prepare documentation and forms to support a student application for an Education, Health and Care Plan.
- To complete pupil forms for Provision of Placement at Key Stage Transfer stages.



- To prepare Annual Review Meeting documents.
- To triage the Annual Reviews and EHCP Enquiries mail accounts, responding to emails and filing documents as necessary.
- Update the AR and EHCP spreadsheets as appropriate.

#### Teaching Staff Training and Outreach

- To assist the Assistant Head (Training and Outreach) with induction training administration
- To support new staff Monday training administration
- To carry out administrative tasks associated with interim probation review administration
- To support New to Teaching Roles course administration
- To provide QTS and ECT administration support
- Department-based external CPD and NPQ administration
- Professional Development Reviews administration
- Statutory Training administration
- Outreach administration and support
- Administer Thinkific and Bluesky training platforms

#### Supporting the Headmaster's Office

- Communicate with Safeguarding Lead and other department heads regarding INSET sessions
- Provide admin support for external education professionals, parent communication, printing, publishing, and more
- Protecting all personal data relating to pupils, parents, and employees at the School, in accordance with the School's Safeguarding and Data Protection policies
- Providing ongoing administrative support, as a member of the Headmaster's Office department as required, including proof-reading reports, creating forms, sending letters and emails out to parents on behalf of colleagues, teaching staff and the senior management team
- Promoting the smooth-running of the School and showing flexibility to take on other office duties as required.

Apart from the duties summarised in this job description, the Headmaster and Deputy Head (Pastoral) reserve the right to include other reasonable duties which are part of, and incidental to, this type of work.

#### General Responsibilities:

- To treat all pupils, colleagues, parents and stakeholders in accordance with the School's values of Kindness, Spirit and Responsibility



- To ensure that all activities are undertaken in accordance with Health and Safety provisions
- To help ensure the tidiness, the monitoring and safe storage of all equipment used in the department
- Attendance at INSET training days and other formal out of School functions, including Founders' Day
- To maintain appropriate records, and complete all administrative tasks associated with the role in a timely and accurate manner
- The post holder is responsible for promoting and safeguarding the welfare of children

### Relationships:

- The post-holder is responsible to the Headmaster in all matters, but is supported by the Director of Assessment and Therapy and the Assistant Head (Training and Outreach);
- The successful applicant must also interact effectively on a professional level with colleagues, and seek to establish and maintain productive relationships with all.

### Person specification:

Essential	Desirable
<b>Qualifications</b>	
Educated to GCSE Level with minimum C grades in Mathematics and English.	Further or higher education qualifications.
<b>Skills and Experience</b>	
IT literate with good working knowledge of Microsoft Office 365 applications - Word, Excel and Outlook.	An understanding of Microsoft Forms, One Note and PowerPoint, and intranets
Experience of administrative roles, preferably in an education setting	MIS / Database experience, and platforms such as Teams and Bluesky
Excellent communication skills, both written and spoken	Experience of working in a Special Educational Needs environment
High level of customer service with the ability to maintain calm and professional under pressure.	Experience of dealing with large numbers of visitors at one time.



Experience of working in a customer facing role, ideally within an educational environment	Knowledge of the EHCP process
Strong organisational skills with proven attention to detail.	
Ability to form good working relationships with <b>all</b> colleagues.	
Personal Attributes	
Confidence and resilience when communicating with parents and professionals and handling difficult conversations	A sense of humour appropriate to a professional environment.
A keen sense of professionalism in both personal appearance and service, recognising how this can impact on visitors' perceptions of the School.	
An ability to demonstrate sensitivity and be aware and understanding of others' needs and perspectives.	
The ability to problem-solve and demonstrate initiative.	
Strong and secure personal commitment to the School's vision, mission and values, able to promote with tireless energy the best possible outcomes for all pupils.	

### Hours:

9.00 am to 5.00 pm, Monday to Friday, term-time only (39 weeks per year). Annual leave cannot be taken during school term-time.

Attendance at school events outside these hours from time to time, as well as a few INSET days towards the beginning or end of school holidays. It is expected that some time will be spent during school holiday periods in developing the department and preparing for the new term.

### Remuneration and support:

- Annual salary, paid in monthly instalments: extremely competitive and in accordance with qualifications, experience and recognised skills;
- Pension - there is a contributory pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme and once enrolled, need to complete an 'Opt Out' form not to be included. Contributions are paid by the School at the Governors discretion and directed by



Government legislation. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions. Details about the scheme can be found at <http://www.nestpensions.org.uk>;

- Employee Assistance Programme;
- Cycle to Work Scheme
- Free on-site parking within the School's beautiful grounds;
- Excellent lunchtime meals at no cost in the School's refectory;
- Free use of the School's fitness gym facilities

### **Safeguarding:**

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full training is given.

### **To Apply:**

Please visit our website and complete the online application form More House School – Teacher and Therapeutic Staff Application Form.

Interested candidates are welcome to make an appointment to visit the school for an informal visit in order to learn more about the role and setting.

[More House School - Support Staff Application Form](#)

**Closing date for applications: 27<sup>th</sup> August 2024**

**Interviews expected to be held on: TBC**

The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

**This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.**

**More House School is firmly committed to safeguarding and promoting the welfare of children and young people.**