

Become part of a great team



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APPLY

SEND Administrator

35 hours/week & 38.2 weeks/year

Scale 3, Point 5 - Prorata £23,325 (FTE : £29,436)

Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.

The Role:

We have an exciting opportunity for you to work with our dynamic, highly motivated staff, enthusiastic students, supportive parents and Governing Body.

- Work with the SENCo to raise the learning and attainment of students and promote inclusion.
- Support students so they can access the curriculum, take part in learning, and experience a sense of achievement and independence.
- Take a lead role within the school to identify and address the needs of students who need particular help to overcome barriers to learning, under direction from the SENCo.
- Undertake all administration for the SEND Department

About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic and have a can do attitude.

Requirements:

- GCSEs (or equivalent) including at least Grade 4 (previously Grade C) in English and Maths.
- Proficiency in standard office software, including Microsoft Office (Word, Excel, Outlook) and/or Google Workspace (Docs, Sheets, Drive).
- Ability to use or willingness to learn school information management systems (e.g., Bromcom, SIMS, Arbor) for SEND record-keeping and data management.

How to apply:

Please click on 'Click Here To Apply' button for our application form. The application end date is Friday, 22 May 2026 at 03.00 p.m.

Please complete an application form and cover letter (no more than 1 side of A4) on "why you are interested in this position" should be sent to: hr@haydonschool.com. CVs will not be accepted. We reserve the right to interview on application.

If you would like to discuss the post or require further information, please contact Judith Evans aappleby1@haydonschool.com

Achieving individual excellence
in a caring community