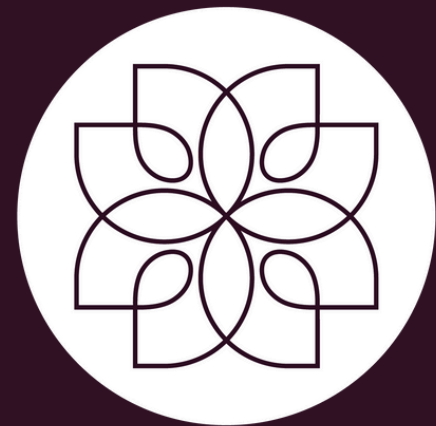


# SENCO ADMINISTRATOR



ABINGDON  
HOUSE SCHOOL

VACANCY INFORMATION PACK







# Introducing *Abingdon House* *School*

Thank you for your  
interest in our school.

Abingdon House School combines an integrated therapeutic approach with a mainstream-style curriculum, tailored to each child's individual needs. Our students have unique learning profiles, including needs associated with dyslexia, autism, and social communication difficulties.

We have two campuses across Central London – our Prep School in South Kensington welcomes learners aged 7-13, and at our Senior School in Marylebone, learners aged 11-19.

CONFIDENCE | COMPETENCE | CREATIVITY | CHARACTER





# Introducing *Abingdon House* *School*

We are part of the Cavendish family of schools.

Cavendish Education is a family of independent co-educational day schools, boarding schools, and colleges for students with special educational needs between the ages of five and 21.

Cavendish has been transforming common perceptions of specialist education with an unparalleled approach that sits between mainstream and traditional SEN schools. All Cavendish schools challenge the meaning and implications of neurodiversity, with a curriculum that supports students to thrive – academically, socially, and emotionally.

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# The role *at a glance*

## SENCo administrator

- This will be a full time role
- You'll be working across both our Prep & Senior campuses
- You'll be based in South Kensington and Marylebone
- You'll work as part of a multidisciplinary team to coordinate key paperwork, meetings, and records to support students with SEN. You'll manage annual reviews and relevant documents including IEPs, and contribute to overall school life with administrative and office support.







# *Key responsibilities*

The **main aspects** of this role are:

## **Administration & coordination**

- Arranging logistics for annual review meetings, including scheduling and invitations
- Coordinating the timely input of information into AR and IEP paperwork
- Setting deadlines and alerting contributors
- Creating & maintaining templates for SENCo documents
- Liaising with parents and students to collect key information
- Distributing SENCo documents to parents as required
- Maintaining and updating student records, including data input
- Minute-taking and record keeping

## **Contributing to school life**

- Manning the school reception across both campuses when required
- Supporting office teams with general administrative duties
- Participating in regular staff meetings
- Participating in whole-school events
- Providing safeguarding and supervisory support when required

CONFIDENCE | COMPETENCE | CREATIVITY | CHARACTER







# Person *specifications*

We're looking for a **highly organised and enthusiastic SENCo administrator** to join our school. You'll be able to show these **essential skills and requisite experience**:

- Excellent organisational and administrative skills, with meticulous attention to detail.
- Self-motivation and proactive approach
- IT fluency for administrative work, preferably with experience using Google Suite
- Excellent communication skills
- Demonstrated ability to work as part of a team
- Up-to-date DBS, or willingness to complete
- Experience working with children with special educational needs is desirable, but not essential

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# Role details & how to *apply*

- Salary: £24,657 - £30,756, depending on experience
- Benefits include workplace pension scheme, lunch provided daily when on-site, and breakfast provided twice weekly when on-site
- Start date September 2025

If you have any questions about the role or would like to apply, please email [jennifer.lewin@abingdonhouseschool.co.uk](mailto:jennifer.lewin@abingdonhouseschool.co.uk). Applications close on **31<sup>st</sup> July, 2025**.

CONFIDENCE | COMPETENCE | CREATIVITY | CHARACTER

