



Administration & Data Officer and SENDCO Assistant

Start date: Immediate Start

Are you an innovative, experienced and reflective administrator who can really make a difference? Are you passionate about inclusion and making a real difference in the lives of children with special educational needs and disabilities (SEND)? We are seeking to appoint an exceptional Administration & Data Officer and SENDCO assistant who has professional administration and data expertise within a school setting. You will be joining a fast-paced, ambitious school with an outstanding, open team. You can expect to work in a supportive yet high energy atmosphere and receive support and an opportunity for professional development.

The successful candidate will:

- have administration experience, preferably in a school or education context.
- will play a vital role in supporting the admin of SEND.
- support the SEND Co to coordinate SEND provision across the school.
- have knowledge of the school's systems (including Arbor and Parentpay)
- have excellent IT Skills including Microsoft Office, Excel and Wordpress.
- work efficiently to tight deadlines and have excellent literacy and numeracy skills.
- be an effective communicator who is able to lead, multi-task and work as part of a team.
- be prepared to play a full and active part in the life of the school. In return, we can offer:
- wonderful, kind and keen children.
- a hardworking, motivated and caring team.
- a professional and supportive work environment.
- The opportunity to make a meaningful impact every day.

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About us

We are a Federation of seven schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

Please contact Yvonne Whelan ywhelan@st-john.hackney.sch.uk to request an application pack or arrange an informal discussion.

Closing date: Friday 4th September 2026 at 12pm Interviews: Tuesday 8th to Thursday 10th September 2026

Admin and Data Officer 20.5 hours per week Scale 6: Point 18 -20 (£37,509.00 - £38,637.00 FTE)

SENDCO Assistant 12 hours per week Scale SO1: Point 23-25 (£40,404.00 - £41,637.00 FTE)

Total of 32.5 hours per week (10:30 – 18:00 Term Time Only)

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS.

We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

St John the Baptist CE Primary School - Find us here: www.st-john.hackney.sch.uk