

Alderbrook School  
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Website [www.alderbrook.solihull.sch.uk](http://www.alderbrook.solihull.sch.uk)

Headteacher: Mr Tom Beveridge

## **SEN Administrator**

Full Time (37 hours) Term-time plus Insets (39 Weeks)

Band C (£26,824 - £29,540 pro rata)

Starting salary £22,995

We are looking to appoint an enthusiastic and motivated Administrator to join our Student Development team. Although our school is both highly successful and growing rapidly, it still retains a family feel. We believe Alderbrook is a unique place to work!

Our new colleague will require excellent communication skills and the ability to work under pressure and as part of a team.

The person appointed to this role will be expected to give high quality administrative support to the Special Educational Needs Coordinator and our busy Student Development team.

Excellent administrative and ICT skills are essential. Previous administrative experience working in a secondary school and in particular SEN administration would be desirable.

The job description, person specification and application form can be downloaded from the school website.

Please return your completed application to [vacancy@alderbrook.solihull.sch.uk](mailto:vacancy@alderbrook.solihull.sch.uk)

**Closing date for applications: 9.00am Friday 12th December 2025**

We can't wait to hear from you!

*The School is committed to the safeguarding and welfare of young people. Pre-employment checks will be carried out in line with the Department for Education's Keeping Children Safe in Education Statutory Guidance.*