

Recruitment Information

Administrative Assistant for SEND

10 hours per week

Grade C

Permanent Term Time Only

Required From March 2026

Application Deadline: Friday 6th March

Interview Date: tbc

Company Registration Number: 7703800

Name of the Academy Trust: Testwood School

Data Protection Registration No. Z5506335

Registered Address: Testwood School, Testwood Lane, Totton,
Southampton, Hampshire, SO40 3ZW

For more details, visit www.testwoodschoo.co.uk

Welcome To Testwood School

Testwood School has been educating the young people of our community since 1946.

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful, resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious**.

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

Tim Webber
Headteacher, Testwood School



SEN Administrator - Job Description



Testwood School is a great place to work. It has a strong sense of community where students are at the heart of what we do.”

Testwood School are seeking to appoint an Administrative Assistant to support the work of the Special Educational Needs and Disabilities department.

This role is for 10 hours per week with flexibility about when these are worked. This role can be combined with an existing role at Testwood by negotiation.

Please read the Job Description and Person Specification carefully. Having done this, should you wish to have a conversation before applying please contact Louis Dear, Testwood’s SENCO
(ldear@testwoodschoo.co.uk).



To apply please submit a completed application form to Mrs Baker, the Headteacher’s PA by 12.00pm on Friday 6th March.



Person Specification

Criteria / Standard	E/D	Source of Evidence
Qualifications		
At least grade C/4 in GCSE Maths and either English Language or English Literature	E	Application
Level 3 or higher educational qualifications	D	Application
Additional professional qualifications appropriate to role	D	Application
Experience		
Ability to communicate sensitively, imaginatively and effectively with young people	E	Application/Interview/Reference
Ability to communicate effectively with parents and carers.	E	Application/Interview/Reference
Ability to work independently and as part of a team in a busy environment.	E	Application/Interview/Reference
Ability to use IT effectively as an integral component of the role	E	Application/Interview/Reference
Ability to manage several different tasks at once, prioritising appropriately	E	Application/Interview/Reference
Enthusiastic and determined, resilient to setbacks.	E	Interview/Reference
Possess flexibility, sensitivity, tact and a sense of humour	E	Interview/Reference
Excellent communication skills, verbal and written	E	Application/Interview/Reference
Discretion, courtesy, honesty and integrity	E	Interview/Reference
Committed to own professional development and learning	E	Application/Interview
Ability to contribute to the professional development and learning of other staff	D	Application/Interview
Committed to promoting the safety and wellbeing of all students	E	Interview

Personal skills and attributes		
Committed to the school values (Caring, Inclusive, Ambitious)	E	Interview
Committed to equal opportunities	E	Interview
Suitability to work with children		
Responsible for promoting and safeguarding the welfare of children and young persons.	E	Reference/Interview
The post is subject to enhanced DBS checks	E	Document verification



Testwood School Senior Team: Why work with us?



I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it.”



Tim Webber
Headteacher



I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference.”



Phil Ward
Deputy Headteacher for
Student Welfare



I joined Testwood in 2023, I am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community.”



Becky Magee
Deputy Headteacher for
Student Learning and
Performance



Testwood School has a positive, supportive and collaborative environment. We aim to build strong, lasting relationships with students, colleagues, and the wider school community, which makes working here so enjoyable and rewarding. Testwood School is such a special place and I am grateful and proud to have been part of its community for so many years.”



Dermot Murphy
Assistant Headteacher
for Student Belonging



Testwood School is a community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers.”



Nick Gilbert
Assistant Headteacher
for Staff Learning and
Performance



Being the CFO at Testwood School allows me to combine strategic financial leadership with a meaningful mission. I find it rewarding to see how thoughtful budgeting directly impacts learning and opportunity. Knowing my work helps sustain a thriving school community makes the role especially fulfilling. Testwood is an inclusive and supportive place to work and I feel very privileged to be part of the Testwood Family.



Caroline Cates
Chief Financial Officer



Having worked here for 17 years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family.”



Jools Housham
Assistant Headteacher
for Staff Welfare and
Belonging



Testwood School: What Our Staff Say



Testwood is an incredibly inclusive, welcoming and inspiring school to work in. I feel incredibly privileged to be part of a community that holds children and education at its core. Staff are treated with the utmost respect and I value the support and guidance given from my colleagues. We take huge pride in what we do for our students and the sense of community can be felt throughout the school. I come to work in the morning knowing that I am going to make a difference today.”



Rachel White
Curriculum Leader for
Media & Year Leader for
Y8



I really do love my school and fully enjoy teaching Mathematics to my students. I find my colleagues to be very approachable, having an ‘open door policy’, and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students.”



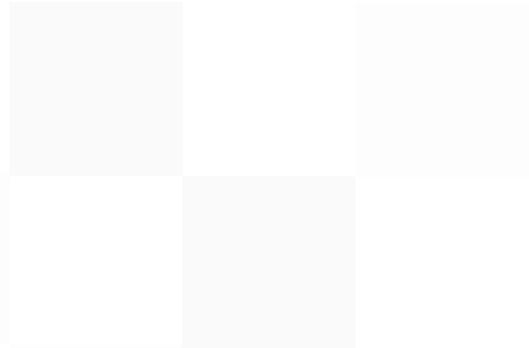
Ashley Terblanche
Curriculum Leader for
Maths



I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”



Libby Canning
Attendance Officer



Testwood School: What Our Students Say



It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”

Year 10 Student



At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”

Year 7 Student



The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”

Year 10 Student



Additional Application Information

Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.



Caring | Inclusive | Ambitious



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