



CANDIDATE BRIEF

Support for Learning Administrator
Part-Time - Term Time Only



WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on

traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person - experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - SUPPORT FOR LEARNING ADMINISTRATOR

- **Part-Time: 20 - 25 hours per week (Term time only plus 15 hrs for INSET/CPD)**
- **Competitive salary**
- **Reports to: Head of Learning Support**
- **Key contacts:** Support for Learning, Heads of Department, Heads of Key Stage, Admissions, other teachers, parents, pupils.

The Administrator in the Support for Learning (SfL) department provides essential organisational and clerical support across both the school. This role may involve managing confidential records, scheduling assessments and meetings, liaising with parents and external agencies, and supporting the SENCO with the smooth running of the department. In a small independent school, the Administrator plays a key part in ensuring effective communication, accurate data handling, and a warm, responsive service for pupils, families, and staff involved in SfL provision.

The qualities that the successful applicant will possess are:

- Discretion and confidentiality – Handles sensitive pupil information with professionalism and care.
- Strong organisational skills – Manages schedules, documents, and systems efficiently.
- Excellent communication – Communicates clearly and warmly with staff, parents, and external professionals.
- Attention to detail – Ensures accuracy in data entry, reports, and records.
- Empathy and understanding – Appreciates the needs of pupils with SEND and their families.
- Flexibility – Adapts to varied tasks and priorities.
- Team spirit – Works collaboratively within a small, supportive department.
- Tech confidence – Comfortable using school MIS systems, spreadsheets, and document management tools.

Closing date for applications: Monday 19th May at 12pm.

Interview date: Thursday 22nd May 2025.

Candidates will be shortlisted and contacted by 12pm on Tuesday 20th May 2025.

We reserve the right to close prior to this date should sufficient applications be received.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	<p>Good level of general education, including GCSEs in English and Maths.</p> <p>Confident using Microsoft Office (Word, Excel, Outlook)</p>	<p>Further training or qualifications in administration or SEN support.</p> <p>Experience using school MIS (e.g. Teams, SIMS)</p>
Experience required	Administrative experience in a school or office setting	Experience supporting SEN or pastoral departments
	Experience handling sensitive or confidential information	Experience liaising with external agencies and professionals
Skills and aptitudes required	Excellent organisational and time management skills	Familiarity with EHCP processes and SEND documentation
	Strong written and verbal communication skills	Knowledge of school safeguarding procedures
	Strong organisational and record-keeping skills	Knowledge of Examination Access Arrangements
	High level of accuracy and attention to detail	Familiarity with school MIS and tracking systems



PERSON SPECIFICATION

Requirements	Essential	Desirable
Interests	Commitment to continued professional development.	Interests in other areas of school life.
Personal qualities required	<p>Discreet and respectful of confidentiality</p> <p>Warm, empathetic, and pupil-focused</p> <p>Flexible and adaptable to changing priorities</p> <p>Reliable, proactive, and self-motivated</p> <p>Collaborative team player with a positive attitude</p> <p>Committed to supporting the ethos and values of a Quaker school</p>	
Circumstances	Participate fully and actively in the boarding life of the school with associated duties and responsibilities.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](https://www.sibfordschool.co.uk/work-with-us).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for applications:
Monday 19th May 2025 at 9 am.

Interview date:
Thursday 22nd May 2025.

