

**Job Title: SEND Administrator / Family Liaison Officer**

**Location:** Grove Primary School, Chadwell Heath Lane, Romford RM6 4XS

**Salary:** £32,535 - £33,987 pro-rata Scale 5 (point 12-15)

**Hours:** Full time (8:30 – 4:40 Monday to Friday) term-time

**Contract:** Fixed term (1 term, but could be extended)

**Start Date:** 2<sup>nd</sup> September 2026

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**About the Role**

We are seeking a committed, compassionate and highly organised **SEND Administrator / Family Liaison Officer** to join our dedicated team. This is a dual-role position supporting the effective administration of SEND provision while also acting as a key point of contact for families, ensuring strong communication between school, home and external agencies.

The successful candidate will play a vital role in supporting pupils with special educational needs and disabilities (SEND), helping to ensure they receive high-quality provision and that families feel informed, supported and engaged.

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**Key Responsibilities****SEND Administration**

- Provide efficient administrative support to the SENDCo and inclusion team
- Maintain accurate and confidential SEND records, including EHCP documentation
- Track student progress and provision using school systems
- Prepare paperwork for annual reviews, meetings and referrals
- Liaise with external agencies (e.g. Educational Psychologists, Local Authority, therapists)
- Support compliance with SEND Code of Practice requirements

**Family Liaison**

- Act as a first point of contact for parents/carers of pupils with SEND
- Build positive relationships with families, offering guidance and support
- Arrange and attend meetings with parents and professionals
- Support families in understanding SEND processes, support plans and interventions

- Signpost families to additional services and support where appropriate
  - Promote strong home–school communication and engagement
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### **The Ideal Candidate Will:**

- Have experience working in a school or educational setting
  - Have a good understanding of SEND provision and processes
  - Demonstrate excellent organisational and administrative skills
  - Be a confident communicator with strong interpersonal skills
  - Show empathy, patience and professionalism when working with families
  - Be able to work independently and as part of a team
  - Have strong IT skills and experience with school systems
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### **We Offer:**

- A supportive and inclusive school environment
  - Opportunities for professional development and training
  - A committed and experienced staff team
  - The chance to make a real difference to children and families
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### **Safeguarding Statement**

Grove Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

### **Protection of your Data/Information**

Once the recruitment process has been completed the application form and associated documents for the successful candidate will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidates' details will be retained for six months and after that period will be securely disposed of.

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## **How to Apply**

Please complete an application form and return to: [vacancies@groveprimary.info](mailto:vacancies@groveprimary.info)

**Closing Date:** 12 pm noon on Thursday 18<sup>th</sup> June 2026

**Interviews:** Wednesday 24<sup>th</sup> June 2026

Please note: CVs will not be accepted as application for this post.