



St. Margaret Mary's Catholic Junior School

Knowsley Metropolitan Borough Council • St. Margaret Mary's Catholic Junior School • Pilch Lane • Liverpool • L14 0JG
Telephone: 0151 477 8490 emails: stmargaret@knowsley.gov.uk

Acting Head Teacher – Mrs R Culley

Administrator Level 3 (Pay Grade G) – SEND £11,817 - £12,421

To start as soon as possible

15hrs per week / 46 weeks per year

The Governors wish to appoint an enthusiastic and committed SEND administrator. The successful candidate will work as part of a dedicated team of staff, committed to working within the core values of the school and our Mission Statement. The main purpose will be to support our SENDCo in the administration of SEND across all aspects of school life.

You will need to have proven experience of working within a school administration team and be able to demonstrate the capacity to manage, sustain and develop the current systems in our very busy SEND team.

Key areas of responsibility will be:

- SEND administration support, including minute taking.
- Attendance at SEND reviews.
- Preparation of SEND data for governors
- Analysis of SEND data for Senior Leaders.
- General administration duties.

Further information and application forms are available from Mr L Pimblett, School Business Manager, by telephone on 0151-477 8490 or email Lee.Pimblett@Knowsley.gov.uk. Completed application forms should be sent directly to Lee Pimblett or the school email address for the attention of the School Business Manager.

Visits to school can be arranged for week beginning 17th August, please email the School Business Manager to agree a date and time.

In compliance with the General Data Protection Regulation (GDPR) we recommend that you read our Privacy Notice and Data Protection policy which you can find on our website. On applying, you will find further information on the application form explaining the purpose for which we are requesting your consent to collect and process the data we have asked you to provide.

The successful candidate will be expected to sign the CES contract of employment to commence as soon as possible, subject to a successful safeguarding process.

Closing Date: 12.00pm 1st September 2026
Short listing: 13.00pm 1st September 2026
Interviews: Week beginning 7th September 2026

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towards Artsmark
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