

Learning Support Administrator

October 2025



Tes Schools Awards 2024
Winner
Boarding School of the Year
Haileybury



#TesAwards

Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

The role

The objective of the **Learning Support Administrator** is to provide professional, confidential and high-quality administrative support for the Head of Learning Support and the Learning Support Department, ensuring all aspects of the day-to-day activities operate efficiently.

This role ensures effective coordination of support for Haileybury pupils by maintaining accurate records, facilitating communication, and upholding compliance with statutory requirements.

This position is offered as a job share, working 22.5 hours over 3 days per week, Term time only (33 weeks). Exact working pattern can be discussed at interview.

The Learning Support Administrator will report to the Head of Learning Support.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

- To operate and maintain the School's effective system for storing of all legal SEND documents, ensuring that all legal data record requirements are maintained and upheld.
- Manage the confidential electronic and paper files for students; disseminating documents and information to staff and the team as required.
- To be the first point of contact for all SEND correspondence, including telephone and email enquiries.
- To provide a range of clear and effective channels of communication to pupils and parents.
- Assisting the Head of Learning Support in designing, co-ordinating, monitoring and evaluating the impact of the provision for students on the SEND Register.
- To maintain accurate financial records including invoices and payments for resources and assessment fees in line within the Learning Support Budget and Policy.
- To be responsible for the implementation of requests to exam boards for GCSE/GCE access arrangements. This will include maintaining and reporting arrangements granted, dealing with exam boards and liaising with the Exams Officer, subject teachers, students, parents and outside agencies.
- To manage the Learning Support Calendar for the Department; facilitate meetings and appointments for the team (this may include the sharing and agreement of agenda items and the taking and sharing of minutes). Arrange meetings; ensure room bookings and facilities in place for meetings with parents and outside professionals.
- Assisting with production, circulation and promotion of student information.
- To organise EHCP Reviews; liaising with the LEA, inviting parents and outside agencies, minute taking, collating and distributing review reports.
- To prepare draft letters and reports on behalf of the Head of Learning Support and the team as required.
- Contribute to reports produced for students on the SEND Register and reports relating to SEND provision across the school.
- Organise SEND-related training for the Learning Support Department and for other staff across the school, as required.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Person specification

Qualifications

- Good general level of education (to A level or equivalent)

Knowledge, Skills and Experience

Essential

- Previous administrative or secretarial experience
- Excellent organisational and time management skills
- Strong interpersonal skills; ability to communicate effectively with a variety of people and to assess and adapt to complicated situations
- Ability to manage sensitive issues with discretion, tact and diplomacy
- Strong computer skills, proficient in Microsoft Office / GSuite
- Ability to prioritise workloads effectively
- Experience in a busy environment with multiple concurrent deadlines
- Accurate with a high level of attention to detail

Desirable

- Previous work experience within education

Personal Attributes

- Conscientious and self-motivated
- Ability to remain calm and work effectively under pressure
- Proactive and forward thinking
- Approachable
- Confident and enthusiastic
- Ability to work unsupervised and use own initiative



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Thursday 9 October 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.

