



NOTRE DAME HIGH SCHOOL
11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536

We are looking to appoint to the following post with a start date, as soon as possible.

SEND Administrator
37 hours per week/term-time only/permanent
Grade 5: £30,024-£32,597 per annum pro rata
Actual starting salary: £25,583.64 per annum

Notre Dame High School is a vibrant and inclusive Catholic school, part of the St. Clare Catholic Multi Academy Trust.

About the Role

We're currently looking for a SEND Administrator to join our friendly and professional support staff team at Notre Dame High School.

This is a key role supporting the learning and wellbeing of students by leading on the administration of Special Educational Needs and Disabilities (SEND). You'll work closely with the SEND team, pastoral staff, and external agencies to ensure that systems are efficient, records are accurate, and students receive the support they need. You'll also play a vital part in managing medical records, coordinating first aid provision, and supporting wider school administration where needed.

We're looking for someone who is highly organised, proactive, and compassionate, with excellent communication skills and a strong sense of responsibility. If you thrive in a busy, student-focused environment and are committed to inclusive education, we'd love to hear from you!

At Notre Dame, we're proud of our diverse student community, and we're keen to reflect that in our staff too. We warmly welcome applications from all qualified candidates and believe that diversity in all its forms makes our school stronger.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or e-mail recruitment@notredame-high.co.uk

Completed Application Forms and Consent to Obtain References forms should be sent to recruitment@notredame-high.co.uk by the closing date below.

Closing date: 9am on Tuesday 2nd December 2025





Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.



ST CLARE
Catholic Multi Academy Trust