

BOOMSATSUMA

Role SEND Admissions Coordinator, Specialist SEN Provision	Salary £25,000-£30,000 (DOE)
Location Weston-super-Mare (site-based)	Line Manager General Manager
Contract Permanent, Full-time or Part-time (DOE)	Start Date TBC - Depending on notice

WHO WE ARE

Boomsatsuma is a proudly independent educator delivering bespoke, industry-connected education for 16-year-olds and up in Bristol and the South West, always with compassion, care and a real focus on the individual.

We deliver education that trains the next generation of creatives in television and filmmaking, photography, game design, digital media and sports media. Our courses are built to flex and evolve with the industries we're part of - so students build the knowledge and confidence to take their next step.

JOB DESCRIPTION

The SEND Admissions Coordinator will provide high-quality administrative and front-of-house support for the Weston Create Agency (BSPL), acting as a central point of coordination for admissions, learner data, and day-to-day centre administration.

Working closely with the General Manager and SENCO, the role will support the end-to-end admissions and consultation process, ensure accurate and timely data management and reporting, and contribute to a welcoming, organised, and professional environment for learners, families, and partners.

As the Weston centre moves into its second year and reaches fuller capacity, the role will also take responsibility for attendance tracking, performance data collation, and reporting support, helping to evidence progress against SLA expectations.

KEY RESPONSIBILITIES

Admissions & Consultation Administration

- Coordinate the administrative stages of the admissions process from enquiry to placement
- Manage incoming consultations and referrals (email/portal), logging and tracking status
- Support the SENCO in gathering and organising EHCPs, reports, and supporting documentation
- Schedule and coordinate assessments, visits, and meetings with families and professionals
- Maintain clear communication with Local Authorities, families, and internal teams
- Prepare offer letters, placement confirmations, and onboarding documentation
- Maintain accurate admissions records and audit trail

Data Management & Reporting Support

- Maintain accurate learner records (MIS/CRM) including key demographic and EHCP information
- Collate and update attendance data daily/weekly and flag concerns to Centre Lead/GM
- Support the preparation of weekly, termly, and annual reports (attendance, engagement, outcomes)
- Track key performance indicators aligned to SLA expectations (e.g., attendance trends, engagement markers)
- Ensure data quality, consistency, and compliance with GDPR

Front of House & Centre Administration

- Act as the first point of contact for visitors, parents/carers, and professionals
- Manage reception duties including calls, emails, and enquiries
- Maintain a welcoming, organised, and professional centre environment
- Support day-to-day administrative tasks (registers, correspondence, document management)
- Coordinate meetings, room bookings, and site logistics

Coordination & Communication

- Support effective communication between Centre Lead, teaching staff, SENCO, and GM
- Ensure key information (attendance, incidents, updates) is recorded and shared appropriately
- Assist with organising review meetings, Annual Reviews, and stakeholder visits

Quality & Compliance Support

- Support record-keeping required for safeguarding, EHCP processes, and audits
- Ensure documentation is complete, accessible, and compliant with policies
- Contribute to quality assurance processes through accurate and timely data

PERSON SPECIFICATION

Essential

- Experience in an administrative or coordination role (education/SEND setting desirable)
- Strong organisational skills and attention to detail
- Confident managing data and maintaining accurate records
- Excellent communication and interpersonal skills
- Ability to manage multiple tasks and priorities effectively
- Proficiency in Microsoft Office/Google Workspace (or similar systems)

Desirable

- Experience working within SEND or education settings
- Familiarity with EHCPs or Local Authority processes
- Experience using MIS/CRM systems
- Understanding of data protection (GDPR) in an education context

Key Attributes

- Highly organised and proactive
- Professional and approachable manner
- Strong attention to detail and accuracy
- Able to work collaboratively across teams
- Calm and responsive in a busy, evolving environment

Key Relationships

- General Manager (oversight and operational direction)
- SENCO (admissions and EHCP process)
- Centre Lead (day-to-day centre operations)
- Teaching and support staff
- Local Authority SEN teams
- Parents/carers and external professionals

In Summary

This role is central to the effective running of the Weston Create Agency. The SEND Admissions Coordinator will ensure that admissions processes are well-managed, data is accurate and actionable, and the centre operates in a professional and welcoming way.

As the provision grows, the role will play an increasingly important part in supporting performance tracking, reporting, and coordination across the learner journey.



WHAT WE OFFER

- A rare opportunity to help shape and pioneer a new specialist provision
- Ongoing CPD and leadership development
- A collaborative team committed to transformation, inclusion and innovation in education
- The chance to work on a multitude of creative briefs (both internal and external), while making a real difference in others' lives
- Competitive salary
- Generous holiday entitlement
- Employer pension contribution
- Cycle to Work Scheme
- Employee Assistance Programme (EAP)

HOW TO APPLY

To apply, send a CV and cover letter to jobs@boomsatsuma.com. Shortlisted candidates will be contacted to complete an application form prior to interview.

We value the benefits of having a diverse team, and our recruitment style ensures everyone is treated fairly. We welcome, and actively encourage, applications from people across all communities.