

Annual Review Officer – Permanent, Part-time, Term Time only

School Name	Springwell School
Job Title	Annual Review Officer
Salary	SCC Grade 6, SCP 12 - 17 Min £15,755 – Max £17,468 (Based on length of service/experience)
Hours	23.5 hours per week Monday – Thursday – 9:00 AM – 2:00 PM Friday – 9:00 AM – 12:30 PM Term Time only
Start Date	September 2026
Closing Date	9 AM Wednesday 3 rd June 2026
Shortlisting date	Wednesday 3 rd June 2026
Interview Dates	Tuesday 9 th June 2026

Located in Thornhill on the edge of the city of Southampton, Springwell School is a designated day special school for children aged from 4 - 11 years with complex learning difficulties including speech and language disorders, autism and challenging behaviours.

We are a warm, ambitious, and inclusive Special Educational Needs (SEN) school committed to providing high-quality education and care for children with a range of complex learning and behavioural needs. Our pupils thrive in an environment where every achievement is celebrated, individuality is valued, and nurturing relationships come first.

Our school encourages a supportive and positive learning ethos that enables both staff and pupils to work and learn together to develop their full potential, providing the highest possible standards of education and support to children, families and staff.

THE ROLE

We are seeking to appoint a permanent Annual Review Officer to join and become an integral part of our small, dedicated Annual Review team.

This is an exciting opportunity for a passionate and experienced individual with excellent communication skills, who is able to work efficiently under pressure and consistently adhere to statutory deadlines. There will be an element of occasional lone working within the team, following the successful completion of full training.

The successful candidate will demonstrate high standards of work, with exceptional attention to detail. You will play a key role in supporting the Annual Review process by providing timely, efficient and effective administrative and clerical support, ensuring that all processes run smoothly and compliantly. The postholder must demonstrate confidence in leading annual review meetings collaboratively with teachers, parents and external agencies.

We are looking for someone who is hardworking, committed and conscientious, with a meticulous approach to their work. Above all, you will be someone who is motivated to make a positive difference to the lives of children and young people.

What can we offer you?

- Competitive salary with regular salary progression
- Opportunities for CPD
- Free on-site parking
- Pension Scheme
- Support and training
- Monday – Friday working pattern
- Excellent development opportunities to grow within a positive and supportive team
- Employee Assistance Programme
- Mental Health and Wellbeing Support



Your contribution

- Guide and take notes at Annual Review meetings (face to face, MS Teams)
- Maintain office systems and records in relation to Annual reviews
- Liaise and disseminate information with other school staff, parents and outside agencies
- Observe children in the classroom setting and be able to contribute these observations in the meetings
- Draft a variety of correspondence from sources of data

What will you need?

- English and Maths to GCSE grade C or above (or equivalent)
- Be able to work to a schedule using your own initiative
- Be able to work to strict and demanding deadlines
- Have experience with Microsoft office including excel, word and mail merge
- Be able to work collaboratively with others
- Understand the importance of confidentiality

Please refer to the Job Description and Person Specification for the full responsibilities of this role and knowledge required.

Working pattern

Monday – Thursday: 9:00 am – 2:00 pm

Friday: 9:00 am – 12:30 pm

How to apply

To apply, please complete the application form on www.springwellschool.net and return to Rachel Ambrey, HR Lead, by email to recruitment@springwellschool.net. Alternatively, please post your completed application to HR at Springwell School, Hinkler Road, Thornhill, Southampton, SO19 6DH. We do not accept CV's.

Interview process

If successfully shortlisted, you will complete a short administrative task prior to a 3-panel, face to face interview.

Safeguarding

Springwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process including an enhanced disclosure and barring service check and a full online check of social media platforms as per the updated guidance in KCSIE 2022.

If you have not heard from us by Friday 5th June 2026, then unfortunately on this occasion you have not been successfully shortlisted for interview.

Please note that we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. We may also interview candidates at a mutually convenient time before the closing date, so please submit your application as soon as possible to avoid disappointment.

