



St Mary's School  
Gerrards Cross

# SEND Administrator

## SEPTEMBER 2024

### FULL-TIME



We are currently expanding our Learning Support (LEAPS) team and wish to recruit an experienced and proactive SEND Administrator, to provide essential support. We are seeking a dedicated and organised individual, to support the excellent work of the LEAPS team and the learners they work with. This will include maintaining accurate files and records of learners with SEND, liaising with parents and outside agencies, assisting with the EHCP process and preparing Annual Review paperwork.

**Closing date: Wednesday 9<sup>th</sup> October 2024**

**Interviews – W/C Monday 14<sup>th</sup> October 2024**

Early applications are advised as the School reserves the right to appoint at any stage during the application process.

For further details and an application pack, please contact the school on [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS and qualification check.*