



St Mary's School
Gerrards Cross

SEND Administrator
Immediate
21 Hours (3/4 days)
Term Time Only



St Mary's is a happy, welcoming school where every member of our community is valued. We are looking for a friendly, professional, and highly organised SEND Administrator join our busy school office and play a key role in the smooth running of our school.

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: Friday 2nd January 2026

Interviews – Tuesday 13th January 2026

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 or from our website 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.