



St Mary's School

Gerrards Cross



Application Pack

Job Role: SEND Administrator

Start Date: ASAP

Closing Date: Friday 2nd January 2026

Interview Date: Tuesday 13th January 2026



Welcome from Head

St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

Lars Fox, Head

About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.



Why Work at St Mary's?

- Competitive Salary
- Support staff pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.



The Role – SEND Administrator

Working closely with the LEAPS Team, Pastoral Leaders and other teaching professionals, your role will be to ensure a high-quality SEND service across the school by coordinating all administration across the school in relation to learners' Education, Health and Care Plans (EHCPs) and the Annual Review Process.

- Work closely with all school staff, parents, learners, Local Authority and other stakeholders to ensure that the EHCP Annual Review process is carried out efficiently and appropriately and all aspects of the statutory and LA timeframes are met.
- Organise, coordinate, attend and take minutes at EHCP Annual Review meetings and collate relevant reports and paperwork, including the voice of the parent/carer and learner, both pre- and post- meeting.
- Assist the LEAPS team in the application, reviewing and proof reading of EHCPs, ensuring that all records are kept up to date.
- Coordinate the review of the support plans of learners with EHCPs, twice per year, or as otherwise required. Upon the review of learning plans, gather the views of teaching staff, pastoral staff, support staff, parent/carer and the learner.
- Provide support with applications for high needs block funding and work in conjunction with the Finance Team to ensure that resources, funding and invoices are accurate.
- Supporting the LEAPS team with responses to EHCP Consultations and enquiries from prospective learners, by highlighting the required provisions from the plans.





The Role – SEND Administrator

Providing day to day and administrative support to the LEAPS team

- Collate and prepare information relating to assessments and referrals, under the direction of the LEAPS team.
- Liaise with external practitioners to schedule and coordinate visits by devising timetables and communicating with all stakeholders.
- Assist in planning and preparation for Open Days, Assessment Days, Induction Days, SEND Transition Days and other whole school events (which may fall outside usual working hours).
- Operate and maintain an effective system for filing of all documents (electronic and/or hard copies), ensuring that all legal data record requirements are maintained
- Manage the input of information held on iSAMS and other monitoring systems to ensure that it is accurate and complies with any legal or data protection policies.
- Submit purchase order requisitions on behalf of the LEAPS team and record budget expenditure.
- Assist in the supervision of learners when they are in the LEAPS area and also during the lunchtime provision 'Lunch with LEAAPS' on a rota basis.
- Deal with situations of a sensitive nature and maintaining the necessary and appropriate confidentiality.
- Oversee room bookings and appointments for external visitors and manage the appointment diary.
- Develop and maintain a friendly, professional and efficient administrative LEAPS service for the benefit of all stakeholders.
- Creating and responding to correspondence, whether by telephone, email or letter.
- Attend LEAPS team meetings and take/circulate minutes accordingly.
- Coordinate the administration of specific interventions (e.g. Lexia).

Liaising with the LEAPS team and Exams Officer to ensure every learner with Access Arrangements has those needs met.

- Support the LEAPS team in ensuring accurate records are kept regarding the needs of learners with specific Access Arrangements.
- Support with the gathering of evidence from teachers regarding learners' normal way of working.
- Ensure the evidence required by the examination boards is kept and monitored to keep it up to date.
- Ensure all Access Arrangement paperwork is completed, collated and submitted on time.



Candidate Specification

Qualifications	GSCE English and Maths.
	Willingness to attend relevant training courses.

Knowledge and Skills	Excellent planning and organisational skills.
	The ability to prioritise and manage projects independently within a team environment.
	Ability to understand and implement policies, procedures and legal requirements relating to the supporting of SEND.
	Good working knowledge of SEND, including relevant policies/codes of practice and awareness of relevant legislation.
	Excellent administrative and numeracy skills.
	Strong ICT skills - able to produce high quality letters, reports, presentations and documents.
	Effective communication with professionals, parents, staff – verbally and in writing.

Attributes	An interest and commitment to work with young people in a school environment.
	Ability to build rapport with adults and young people.
	Ability to work effectively and constructively as part of a team, supporting others.
	Ability to work independently, use own initiative and be proactive.
	Ability to work flexibly, prioritise, multi-task and work well under pressure.
	Ability to deliver to given timelines and target deadline.
	Ability to adapt quickly and effectively to changing circumstances/situations.
	Committed to personal and professional development.
	A willingness to work flexibly and assist others when requested.



Candidate Specification

<i>Experience</i>	Must have strong administrative background.
	Experience in a SEND Administrative role, in a school environment (desirable).
	Experience of EHCP application and Annual Review process (desirable).
	Experience supporting the preparation and monitoring of budgets (desirable).





Safeguarding

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 and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hradmin@stmarysgx.co.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to applications@stmarysgx.co.uk

Interviews will take approximately three hours and will be held at the school. As part of the process, you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: Friday 2nd January 2026

Interview date: Tuesday 13th January 2026

Hours: 21 hours over 3 or 4 days, term time only

Salary: £14,805 (£33,926 FTE)