



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

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Email: office@buckinghamschool.org

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Headteacher: Mr Andrew McGinnes

SEN ADMINISTRATOR

15 Hours per week

Fixed Term (January-July 2020)

Bucks Pay Range 5 (£26,171 FTE)

The Buckingham School is seeking to appoint a dedicated and enthusiastic SEN Administrator to join our friendly and supportive team. The successful candidate will be working closely with our SENDCo to set up, maintain and develop systems.

You will provide supporting paperwork for student reviews, whilst producing accurate minutes during meetings.

The ability to work independently and as part of a team is essential, whilst being proactive to ensure the smooth running of the department.

Whilst academic achievement lies at the heart of what we do, we never forget the importance of fostering mutual respect and decency amongst our pupils. We believe that all our children have something to offer and we are driven by a desire to find areas where each of them can excel.

We strive for “**Success for All through Achievement, Challenge and Enjoyment**”. We pride ourselves on our key objectives:

- A vibrant, exciting learning community
- Students develop knowledge, skills and qualities - and the qualifications – needed to thrive in life and work
- Innovation to enhance all learning opportunities
- Student ownership and responsibility
- A supportive and respectful environment
- An inclusive and proud school community
- Strong parent engagement and bond

Please download the full Job Description from the School’s website and send a letter of application along with the completed application form, giving full contact details of two recent, relevant professional referees (one of which is your current Headteacher) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to aallen@buckinghamschool.org

Closing Date: 9am Thursday 5th December 2019
Interview Date: TBC – During W/C 9th December 2019

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

Success for All through Achievement, Challenge & Enjoyment

