



## SEN ADMINISTRATOR REQUIRED

### PERMANENT

**Bucks Pay Range 3 (£28,129 to £30,174 FTE)**

**37 hrs per week / 43 Weeks (Term Time plus 5 Inset Days & 4 Additional Weeks)**

**Actual Salary based on the above £26,289 - £28,200**

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 and our SEND Manager, to maintain and develop systems for record keeping and communication.

The ability to work independently or as part of a team is essential, as you will be supporting the smooth running of the SEND Department.

Academic achievement lies at the heart of what the school does, but we never forget the importance of fostering our Virtues in our students. Some students need the support of the SEND or wider Inclusion Team, before they are ready to learn. We strive for Success for All.

The Buckingham Way is that:

- We take personal responsibility for our actions and decisions
- We self-reflect and strive to improve
- We respect the adults in our school

Please access the job description, application form and self-declaration form from the school's website [www.buckinghamschool.org](http://www.buckinghamschool.org). Completed applications, giving full contact details of two recent relevant professional referees (one of which is your current employer) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to [emansfield@buckinghamschool.org](mailto:emansfield@buckinghamschool.org)

**Closing Date: 9am 5<sup>th</sup> January 2026**

**Interviews will be held w/c 12<sup>th</sup> January 2026**

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**Please note that CVs will not be accepted for any posts based in the school**

The Buckingham School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Disclosure & Barring Service and online screening in line with the 'Keeping Children Safe in Education' act.