



Headteacher: Tara Hopkinson

**Post:** SEN Administrator  
**Salary:** Grade 2-4 £16,335.04 - £16,853.08 Depending on experience.  
**FTE:** 30 hours per week (term time only)  
8:30am - 3:00pm  
**Fixed Term until 31 August 2025 – to be reviewed.**

Wroxall Primary is looking to recruit a SEN Administrator to work closely with our SEN support team assisting with a range of administrative and organisational tasks. Excellent time management, the ability to work to deadlines and flexibility are key.

Good administration and communication skills are required for this post and previous experience of working with children with a variety of needs will be an asset to any candidate.

This is an excellent opportunity for personal and professional growth and development. We can offer a spacious, modern learning environment, a supportive team and an opportunity to make a difference to children's lives. We pride ourselves on being a small, caring primary school with big aspirations for our children.

Wroxall Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

For further information and an application pack please see 'Vacancies' on our website:  
[www.wroxallprimary.co.uk](http://www.wroxallprimary.co.uk)

Please return completed forms to: [sbm@wroxallprimary.co.uk](mailto:sbm@wroxallprimary.co.uk)

Closing date: 10<sup>th</sup> January 2025

Interviews: w/c 13<sup>th</sup> January 2025