



Holmer Green Senior School

Work Hard, Be Kind, Have Passion

Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks

SEN Office Manager Term-time only

REQUIRED FOR September 2025
Bucks Pay Range 3 for 37 hours per week
Actual Salary - £23,853 - £25,587
depending on experience
(Full time equivalent - £28,129 - £30,174)

Holmer Green is a popular 11 to 18 school with 1200 students (170+ in the Sixth Form) and is expanding. As a school we are in the top 10% of schools nationally for KS4 progress. We have a range of new modern facilities including: teaching block, dining hall, reception and sports hall.

We can offer 8 staff training days (not the 5 you find in most schools), a two week October half term, professional development of a high standard. We take our staff well-being seriously and offer weekly activities, like team sports.

Holmer Green Senior School is looking to appoint a permanent, full-time, SEN Office Manager to support in the leadership of our committed team of specialist staff in the Learning Support Department and our Additionally Resourced Provision for Speech and Language.

We are looking for a passionate person who is ambitious for our students and community and will support our inclusive ethos and who can improve the quality of outcomes for students with SEN or a disability. The post is best suited to an individual with experience in the field of SEND, or line management and administration.

This is a varied, challenging and highly interesting role. Applications are sought from high calibre professionals who have the skills and talent to support the development of SEND and work with our committed team.

Please apply by sending a completed Holmer Green Senior School Application Form with covering letter addressed to the Headteacher.

For an application pack, please see our website www.hgss.co.uk or contact Mrs A. McKee directly on 01494 719907 or at mckeea@holmer.org.uk

Closing date for applications: Monday 14th July 2025 9.00am
Interviews: Week of 14th July 2025