



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

SEN Administration
Permanent Variable Contract 5-10 hours per week Term Time only.
£12.65 to £13.05 per hour

Required September 2025

We are looking for a highly motivated and positive individual with excellent communication and administration skills.

This important post requires attention to detail and confidentiality at all times.

You will work alongside the SENDCo and SEN team in supporting with SEN administration tasks.

This is a Permanent Variable Contract based at Fairfield High School, 5-10 hours per week, starting on 10 hours per week, ideally over 2 consecutive days (excluding a Friday.) Hours can be negotiated for the right candidate.

Please visit our website www.fairfield.hereford.sch.uk to find out more about our outstanding school and to download an application pack.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Closing date for applications: **Tuesday 1st July 2025**

Interviews to take place the following week.