HEAD TEACHER – REBECCA SMALE
GOSDEN HOUSE SCHOOL, BRAMLEY, GUILDFORD, GU5 0AH
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Post:	**EHCP Administrator – Maternity Cover until July 2027**
School:	**Gosden House School, Bramley, Surrey**
Start date:	**As soon as possible**
Salary:	**SPS4 £25,879 - £27,710 (FTE) £12,369 - £13,244 (Actual)**
Contract:	**Part-time, Term-time only (39 weeks), 20 hours per week over 3/4 days – Tuesday, Wednesday and either Thursday or Friday**
Closing date:	**Thursday 19th November, 9am**

Gosden House School is a specialist school based in glorious grounds in Bramley, Surrey for children aged 4 to 16 with mild learning difficulties. Children attending Gosden House School all have an Education Health Care Plan. The school prides itself on its strong pastoral ethos.

ABOUT THE ROLE: Reporting to the EHCP Manager, the ideal candidate needs to be self-motivated with general administrative experience using Microsoft Office applications. Knowledge of the SEN Code of Practice, Surrey Local Offer and the ability to turn your hand to other appropriate tasks within the school would be advantageous. We are looking for someone who is organised, flexible and happy to pitch in where needed to support the EHCP Manager and the small office team.

WHAT WE CAN OFFER YOU: A wonderful working environment, fantastic grounds, a brilliant team to work with and wonderful children.

SALARY & BENEFITS: Salary is based on Surrey Pay Scale

Other benefits:

- LGPS pension scheme
- Vivup employee benefits (available to all Surrey CC employees)
- Blue light card
- Discounts for teachers
- Employee Assistance Programme
- A comprehensive Gosden House Wellbeing Programme
- Ongoing CPD

Before applying, please ensure that you visit our website to read the job description and person specification. CV's will not be accepted. All applicants must complete the application form.

If you would like a show-round of the school before applying please telephone 01483 892008 or email recruitment@gosden-house.surrey.sch.uk

For further information please contact recruitment@gosden-house.surrey.sch.uk

Application deadline: Thursday 19th November, 9am

Interviews: Friday 27th November

SAFEGUARDING STATEMENT: Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

We reserve the right to close any recruitment campaign early.

5.11.2026