

Title of Post: School Administrator
Salary Grade and hours: H3 5-6 £21,207 - £21,543 per annum
37 hours per week, term time plus 5 inset days
Start Date: 6th January 2025

Fearnhill School is seeking to appoint a School Administrator/Receptionist to provide general administrative support and be a welcoming and efficient first point of contact for all visitors, parents and students that come into contact with the school office.

Applicants must have experience of working in a busy office and be proficient in using Word and Excel. Experience of working with Google Workspace and Arbor management information systems is also desirable. A high standard of literacy and numeracy is required for this role.

As well as IT skills the ideal candidate will be well organised, have excellent communication skills, be a good team player and be able to deal with confidential information.

Duties will be varied from day to day and will include providing first aid support. A first aid at work certificate would be an advantage, however training can be provided.

Working Hours: 37 per week, term time only plus 5 inset days
Monday to Thursday 8.00am – 4.00pm
Friday 8.00am – 3.30pm

Please get in touch with the School's Business Manager, on 01462 621200 or by email hazel.rainbow10@fearnhill.herts.sch.uk to arrange a visit or for more information. Alternatively, simply apply. We look forward to receiving your application.

Closing date: Friday 10th January 2025 12 noon
Interviews: Week commencing: 13th January 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Fearnhill School is committed to recruiting with care and safeguarding the welfare of children and young people; we expect all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure application to the Disclosure and Barring Service and check against the ISA barred list for children, plus verification of the right to work in the UK.