

Building Character, Shaping Futures



SCHOOL OFFICE ADMINISTRATOR

- Fixed Term until 31 August 2027 in the first instance
- Part-time, 6 hours per week, (Flexibility on working hours, however 9am-3pm is suggested*)
- Term Time plus two weeks (40 working weeks per year)
- Actual pro-rated salary range : £3,586-£3,701pa (based on Grade 14 full-time equivalent £25,185-£25,989pa)

This post may be ideal as an additional role for those applying for the part-time Receptionist role and seeking further hours or varied responsibilities. Please state on your application if you wish to be considered for both roles and your relevant experiences.

Are you an adaptable and pro-active individual with excellent administrative skills wishing to join a dedicated and supportive team? Do you have a passion for supporting young people to achieve?

Haygrove School is seeking a highly organised School Office Administrator to work within our Administrative team to support the daily operation of the main administration functions: Reception, Welfare, Resources and Student Services. Your duties will include providing a full administration service to the school, maintenance of the school's MIS and producing reports, overseeing the daily recording, monitoring and analysis of student attendance; supporting key school staff to promote high levels of student attendance. You will also collaborate with timetabling staff to support the annual timetable preparation process. The postholder will be required to have sound organisation skills and be a confident communicator for this busy and varied role, as liaison will include Senior Leaders, teaching and support staff, parents, students and external agencies. The postholder will also be required to undertake First Aid training if not already in possession of a relevant certificate.

The ideal candidate will:

- Possess confident ICT skills including Outlook, Word, Excel and data input;
- Have a positive, 'can do' and flexible attitude and be able to work collaboratively as part of a team; and
- Be able to effectively maintain accurate records and systems, respecting principles of confidentiality.

What we can offer you....:

.....a supportive, inclusive and collaborative working environment with great colleagues, opportunities for professional growth and development. You will have access to a fantastic pension scheme, free on-site gym, Health & Wellbeing Scheme, cycle to work scheme, retail discounts via BlueLightCard, opportunities to travel abroad and within the UK to support school trips and involvement in a vast number of extra-curricular clubs

This is a varied, exciting opportunity to support young people and to work with a great team in a successful secondary school. If you think you possess the qualities and experience we are looking for, we would very much like to hear from you.

*Visits to the school are warmly welcomed and encouraged.
Please contact qetrecruitment@quantockedtrust.co.uk for an appointment.*

Closing date: 2 September 2026

Interview date: w/c 7 September 2026

Early applications are strongly encouraged and we reserve the right to close the advert should we feel able to appoint an appropriate candidate before the above dates.

The Quantock Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The advertised post is subject to an enhanced DBS check, References, Right to Work in the UK, online searches and other pre-employment checks.

For application details and further information please visit:

WWW.QUANTOCKEDTRUST.CO.UK

email: QETrecruitment@quantockedtrust.co.uk

Durleigh Road, Bridgwater, TA6 7HW