



Sandringham is a high performing and extremely popular 11-18 mixed comprehensive school situated on the outskirts of St Albans. We hold specialist status in the Arts and Sciences and are a National Teaching School. We have consistently been graded 'Outstanding' by Ofsted.

Box Office Administrator
Salary Scale – H2 pro rata
Hours – 20 hours per week, 11.30-3.30pm
Term time only

We are looking to recruit a box office administrator to run the theatre's ticket office on a day to day basis and assist the manager with the theatre's marketing and administration. This is a fixed term position for 12 months with the flexibility to work some evenings and weekends.

Why Sandringham?

- Over £8 million has been invested in developing the learning environment in the past three years to provide a **state-of-the-art learning campus**.
- All students **bring their own tablet device** to school so that teachers can be even more flexible in their delivery of lessons.
- **Behaviour is exemplary** and visitors always comment on the **outstanding learning ethos** across the school.
- The school runs a **Teaching School Alliance**, is an **Awarding Body for Initial Teacher Training**, holds **International status** and embraces excellence in all areas of the curriculum.
- Staff who work at the school receive **outstanding training** and gain significant career experience.
- Staff can benefit from the **school's children of staff admission rule**, a **cycle to work scheme**, **childcare vouchers** and access to a **wide variety of school trips**.

If you would like to work in a forward thinking school and make a difference, we would like to hear from you. The deadline for applications is Monday 19th February 2018

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website www.sandringham.herts.sch.uk or www.teachinherts.com Applications should be sent to: Kate Ward, HR Officer, Sandringham School, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560. Email appointments@sandringham.herts.sch.uk

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination..