



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

Student Services Administrator
Salary Scale – H3 pro rata (£17,366-18,357 p.a. full time equivalent)
15 hours per week, term time only

We are looking to recruit an enthusiastic person with excellent communication skills to join our busy student services team. This role will involve producing the daily absence report and dealing with students and parents at the school's student services reception. Other duties include the administering of first aid and providing other administrative support. A current first aid qualification is not essential as training will be provided. Excellent written and verbal communication skills and the ability to work under pressure are essential for this role. The successful candidate will also have a professional outlook, the ability to use their initiative and be an excellent team player.

If you would like to work in a forward thinking school and make a difference, we would like to hear from you. This position has a start date of March 2018 and the deadline for applications 9am Wednesday 21st February.

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.