



AYLESTONE SCHOOL

FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 / Fax. 01432 263925 admin@aylestone.hereford.sch.uk

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes' walk from the City railway station.

Withington Primary school is a small, rural school with under 80 pupils and is a few miles into the beautiful Herefordshire countryside. Broadlands Primary school is adjacent to Aylestone School and has around 180 students.

Student Service Administrator

Permanent position, 33.75 hours per week

Term Time + 5 days / year

Grade HC4 - £16,491 to £17,419 FTE

Required as soon as possible

An exciting opportunity exists to recruit an experienced student services administrator with excellent communication and organisational skills. This post requires initiative, flexibility, patience and the ability to work under pressure. You will work closely with the student services team and directly support the Designated Safeguarding Lead and SENCO across the Federation. We would like to hear from you if:-

- you have previous experience of working in an education environment
- you have enthusiasm and a strong commitment to achievement, safeguarding and welfare of all children
- you have a sense of humour and high expectations of pupil behaviour
- you are flexible, accommodating and a team player
- You are able to work under your own initiative with strong IT and administrative skills

If you are interested, contact Mrs Kelly Walsh, PA to the Headteacher (01432 357371) to arrange to visit the school, or to discuss the post over the phone with Mrs Alderton, Assistant Headteacher.

Aylestone is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

Closing date: Noon - Friday 16th March

Interview date: Week beginning 19th March