

Pastoral & Attendance Administrator

Start Date : September 2026

Closing Date for Applications : noon Friday 21 August 2026

Pay Scale : Single Status Grade 4 £21,759-£22,102 (approximate pro rata'd gross salary)

Working Hours : 37 hours per week, Term Time Only. Permanent

Seaford Head School is seeking to recruit a new member to their team who will provide high-quality administrative and pastoral support that promotes excellent attendance, student wellbeing.

The post holder will work closely with students, parents, pastoral teams, safeguarding teams and external agencies to support student engagement, welfare and achievement while ensuring statutory and operational procedures are followed.

Seaford Head School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate will be required to have an enhanced DBS check and an overseas criminal records check if you have lived or worked outside the UK within the last 10 years.

For further details please contact jobs@seafordhead.org



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SEAFORD
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