

## Administrator

**Start Date** : immediately

**Closing Date for Applications** : noon Monday 5 October 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 an efficient and skilled administrator who can support our Teaching & Learning team across all sites.

Experience in using Word, Excel, PowerPoint and publishing software would be an advantage as well as experience in working in an education environment. The ability to be a strong team player and to be able to embrace the day to day variety of work in a school is a must.

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](mailto:jobs@seafordhead.org)



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