



**Post: Administrative Support Assistant**

**Grade: G6, point 8 £13.90 per hour – pay award pending (£13,069 actual salary due to the term-time only nature of the role)**

**Start date: September 2026**

**Contract: Permanent, term time only plus Inset Days**

**Closing date: 22<sup>nd</sup> June, however applications will be processed on arrival**

We are seeking to appoint a talented, dedicated, and versatile person to join our team. The successful candidate will be required to assist with administration tasks within our central team, working as a data support assistant, and supporting our exams office.

The successful candidate will work to assist with the smooth running of the school. This is a varied and exciting role, and you will be working within a friendly and caring team. The post will be for 21 hours a week over 39 weeks (term time plus 21 additional hours to be worked on INSET days).

Fitzharrys is a school which is growing and developing rapidly. Our ethos of Aspiration, Opportunity, and Integrity are being utilised by staff and students to enhance the education we deliver. This is an exciting time to join our Trust, with the opportunity to further drive forward standards at Fitzharrys. The role offers the successful candidate a supportive and collegiate culture, ambitious professional development, and the opportunity to make a difference for the Abingdon community. This is a very special place, and we are looking for the right candidate who is excited at the prospect of joining us and taking such a key role in our continued success.

Staff wellbeing is noticeably valued at Fitzharrys School, as part of the Abingdon Learning Trust we have our Workload and Well-being Charter. The Trust is pro-active in supporting staff to maintain the purposeful behaviour of students in class.

We are proud of our students, and in turn they are proud to be part of the Fitzharrys community. Parents are supportive of the work of the school, recognising our high aspirations for every student who attends; they are both challenged to achieve highly, and supported in doing so.

This is an exciting time to join us in our continued development. If you are committed to working with us and helping our pupils and students realise their potential, we encourage you to apply.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.