



**Stanborough School**  
**A Mathematics and Computing Academy**

Lemsford Lane  
Welwyn Garden City  
AL8 6YR  
www.stanborough.herts.sch.uk  
Headteacher: Mrs M John

## **Communications Administrator**

**37 hours per week, term time only**

**Start date: April 2026**

**Salary: H6** (£30,269 – £32,790 per annum, pro rata, inc. fringe)

*Salary Example: 37 hours per week, term time only, the approximate pro-rata salary would be £25,310 - £27,418 per annum, including fringe.*

We are seeking to appoint a highly organised and efficient Communications Administrator to undertake responsibility for electronic communications with parents, students and staff via school based systems and social media. The successful candidate will possess excellent organisational, communication and administrative skills and be able to prioritise their workload effectively. In addition to the administrative duties of this role, we are looking for someone who has an eye for detail, a love of photography and the ability to create content for the various platforms the school utilises.

We were delighted to be awarded a 'Good' rating by Ofsted in March 2023, this recognises the hard work and progress made by all in the school. Prospective candidates are encouraged to read the full report available on our website at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>.

Applications are invited via the MyNewTerm portal <https://www.mynewterm.com/school/Stanborough-School/137847>. Further information is also available on our website: <https://stanborough.herts.sch.uk/vacancies/staff-vacancies/>

**Closing date: Friday 13<sup>th</sup> March 2026 at 9am**

**Interview date: Wednesday 18<sup>th</sup> March 2026**

**Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date shown**

*Stanborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to safeguarding checks including references and a satisfactory enhanced Disclosure and Barring Service (DBS) check. Please note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

Tel. 01707 321755 Email: [recruitment@stanborough.herts.sch.uk](mailto:recruitment@stanborough.herts.sch.uk)

