



# **Administrator**

## **Information for Applicants**

### **January 2026**

## The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Bungay High School, Holbrook Academy, Kesgrave High School, Castle EAST School, EAST SCITT and five primary schools: Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market with whom we work closely with. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

Our vision at Farlingaye is very clear. We want our students to be taught by brilliant teachers, to learn to love different subjects, and to develop a sense that they are part of a wider community where their actions matter and their contribution is valued. However, in order for our teaching staff to dedicate themselves to providing the best teaching they can, we rely on our support staff to provide the vital behind the scenes day to day support in a wide range of areas. It's important for our admin team colleagues to be flexible in the tasks that they undertake and not be limited to their assigned work area.

We are looking to enhance our admin team and wish to appoint two administrators to provide a wide range of day to day essential services that help contribute to the smooth running of the school. The role will have a core focus of assisting the smooth running of all our different faculties, which include Creative Arts, English, Humanities, Languages, Maths, PE, Science and Technology. Tasks include but are not limited to assisting with display boards, supporting the organisation of trips, producing letters to parents/carers and sending information out via email.

Ultimately, in order to be successful as a school we want our staff to all have one thing in common: the desire to make a difference and the willingness to help colleagues to achieve the needs of the school. This willingness to embrace the full range of opportunities within school will give a varied and fulfilling sense of achievement.

A student's time at school should leave a lasting legacy on shaping the person they become - all our staff play a part in making that happen. Work with us as part of the Farlingaye community in an environment that helps you develop and progress in your career.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Kim Fookes, Office Manager or Lauren Teeling, Headteacher's PA either at the school on 01394 385720 or via email: [kfookes@farlingaye.suffolk.sch.uk](mailto:kfookes@farlingaye.suffolk.sch.uk) or [hr@farlingaye.suffolk.sch.uk](mailto:hr@farlingaye.suffolk.sch.uk)

Peter Smith  
Headteacher

# Administrator – Whole School

*Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.*

**SALARY:** Grade 3, SCP 4 – £13,928.11 per annum (Fte - £25,185)

**HOURS:** 24 hours per week, worked over 4 days per week  
39 weeks per year

**CONTRACT STATUS:** Permanent

**ACCOUNTABLE TO:** Office Manager

**PURPOSE OF THE POST:** To undertake a comprehensive range of administrative duties to support the efficient delivery of service within the school

## GENERAL COMMENT

As part of our Admin Team you will provide a varied and comprehensive range of administrative duties in a busy environment with competing demands at any one time. It is essential that the successful candidate will be a team-player, have a calm and organised personality, a flexible approach and have the ability to cope with a wide range of tasks.

The role requires a good working knowledge of Word and Excel, therefore the successful applicant must be fully competent in the full range of Microsoft products and have English GCSE Grade C or above. Previous experience of working as an administrator is essential.

The role may include some ad hoc duties, which require some initiative. Will make day-to-day decisions about own workload, within a clear framework. There may be some need to use analytical, judgemental, creative and developmental skills. Line Manager is available for advice and guidance.

## JOB DESCRIPTION

- To liaise with Faculty Heads to identify upcoming departmental priorities and deadlines for admin work and creation of display boards
- To support admin colleagues in completion of work for all faculties within school. Although faculties are assigned to individuals, it is essential for efficiency and continuity that all staff provide support services to all faculties
- To undertake filing for the KS3 & KS4 year teams (years 7 – 11)
- To liaise with Line Manager to identify deadlines for admin work
- To provide support in organising and administration of Parents Evenings
- To undertake a range of administrative duties for staff
- To support in the organisation of school events
- To assist with provision of Reception service as required including the provision of First Aid, formal first aid training will be provided
- To assist other administrative staff in busy periods, prioritising work.
- To generate routine correspondence.
- To input data on SIMS and other software packages, as required.
- Other duties which might be deemed as necessary, in response to the school's calendar of events and developments (eg assisting with displays in the run up to open evening).
- Safeguard and promote the welfare of children and young people.

*This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.*

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualifications</b>	GCSE Grade C or above in English or equivalent NVQ level 2 in an appropriate subject i.e. Customer Services or Business Administration or equivalent knowledge and experience.	NVQ level 3 in an appropriate subject or equivalent knowledge and experience.
<b>Relevant Experience</b>	Demonstrable experience in a range of reception procedures.  Ability to plan and organise own workload, taking responsibility for prioritising and delivery of tasks. Where appropriate, support colleagues in managing their workloads.	Experience of working with young people and/or young adults
<b>Knowledge &amp; Skills</b>	Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Outlook etc.  Accurate keyboard skills for use in producing a range of documents e.g. reports, letters etc.  Knowledge and use of general office procedures and equipment.  Knows how to maintain accurate records; maintaining confidentiality at all times.  Demonstrates an understanding of confidentiality and data protection requirements in the workplace.  Works on own initiative.  Research and problem solving skills to deal with queries and issues.	Experience of SIMS  Experience of ParentPay  Knowledge of school policies and procedures  Knowledge of own and others responsibilities for health and safety.  First Aid at Work Certificate  Defibrillator User Certificate
<b>Interpersonal &amp; Communication Skills</b>	Good verbal and written communication skills with an excellent telephone manner.  Works effectively as a member of a team, supporting team members and demonstrating a flexible approach.  Ability to train colleagues and provide cover for team members in their absence, where appropriate.  Demonstrates a positive attitude, commitment and enthusiasm.  Ability to be calm whilst responding to challenging situations.	Ability to contribute to the delivery of continuous improvement of reception systems, processes and services.

	Able to be empathetic, assertive and a good role model	
<b>Additional Requirements</b>	Willingness to learn relevant procedures and systems.	

## APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website [www.farlingaye.suffolk.sch.uk](http://www.farlingaye.suffolk.sch.uk) under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Monday 9<sup>th</sup> February** at the latest.

As part of the on-line application process you will need to confirm your email address and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Kim Fookes, Office Manager or Lauren Teeling, Headteacher's PA on either 01394 385720 or via email on [kfookes@farlingaye.suffolk.sch.uk](mailto:kfookes@farlingaye.suffolk.sch.uk) or [lteeling@farlingaye.suffolk.sch.uk](mailto:lteeling@farlingaye.suffolk.sch.uk)

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

## CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

## INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

**Interviews will be held: Friday, 13<sup>th</sup> February 2026**

**Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.**