

Richard Hale School



Application Pack

School Administrator & Communications
Officer

(H6 14-19 plus outer fringe)
Full-time/Part-time

September 2026



Richard Hale School

School Administrator & Communications Officer

Thank you for your interest in the post of School Administrator & Communications Officer. The application pack consists of the following documents. Please apply via the My New Term platform.

- Copy of the advertisement
- Information about the school
- Job Description
- Person Specification

Please note:

- **Closing date**
Closing date for applications is **9am on Wednesday 12th August, 2026**. Interviews will take place w/c 17th August, 2026
- **Electronic version of the application form**
Application is via the My New Term platform <https://mynewterm.com/>
- **References**
Please ensure that you provide email addresses for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk).
- **How to apply and where to send your completed form**
Application is via the My New Term platform <https://mynewterm.com/>
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

School Administrator & Communications Officer

We are seeking an organised, creative and proactive School Administrator & Communications Officer to play a key role in supporting the day-to-day operations of the school. This varied position combines communications, event coordination and administrative support, ensuring effective communication with parents, students, staff and the wider school community.

The ideal candidate will be an enthusiastic, highly organised and adaptable professional with excellent communication and interpersonal skills. You will have a proven ability to manage a varied workload, prioritise competing deadlines and maintain exceptional attention to detail. Confident in producing high-quality written and digital communications, you will be proficient in using Microsoft Office and a range of online platforms, with the ability to quickly learn new systems. You will be proactive, resourceful and able to work both independently and collaboratively, building positive relationships with staff, students, parents, trustees and external partners. Above all, you will be committed to supporting the school's values, take pride in delivering an outstanding service, and thrive in a busy environment where initiative, professionalism and discretion are essential.

Please see full details in the Job Description.

This is a fantastic opportunity to join a supportive school community and play a key role in ensuring the smooth day-to-day running of the school.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

Please apply via the My New Term platform <https://mynewterm.com/>



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our recent Ofsted Inspection last summer. The feedback and report reflect the many strengths of the school and recognises the, “significant improvement,” at the school in the last 6 years. The report states that, “The school is a happy place to learn and work in,” and that, “Pupil’s behave well in and out of lessons. This happens because they build positive relationships with staff.” Ofsted also recognised that, “Leaders are mindful of the pressures on staff and have made considered changes to policies and practice to help reduce workload and increase staff’s wellbeing.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 81% achieving 9 to 4 in English and Maths in 2025 and 67% achieving 9 to 5 in these subjects. A third of students achieved 5+ grades at 7-9. Due to the pandemic there are no progress scores this year, however student progress has been above average. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Information about the School Office team

Staffing

Sue Homan	HR and Office Manager (Full-time)
Wendy Boorn	School Administrator (Wed-Fri)
Nicola Ramsey	School Administrator/Receptionist (Full-time)
Jenny Martin	School Communications Officer (Thur/Fri)
Vanessa Hansen	School Attendance & Admissions Officer (Full-time)
Position advertised	School Administrator & Communications Officer (TBC)

The school office is situated behind Reception in the main building of the school and is at the heart of the school community and is fundamental to its smooth and effective day-to-day operations. It is a busy, fast-paced environment where teamwork, excellent communication and a calm, professional approach are essential.

The office team work collaboratively to provide support to students, parents, staff and visitors. Responsibilities include managing parent and visitor enquiries, operating the school's telephone and entry systems, maintaining accurate student records using Arbor, and supporting the wider administrative functions of the school.

The school office is also responsible for overseeing the school's medical room. Every member of the office team is trained in First Aid, ensuring prompt and appropriate support is available to students and staff whenever required.

As the first point of contact for many members of the school community, the school office is integral to creating a welcoming, efficient and supportive environment. The team plays a key role in facilitating effective communication with parents, coordinating information across the school and ensuring the highest standards of administrative support.



Richard Hale School

Job Description: School Administrator & Communications Officer

Job Purpose

To provide high-quality communication and administrative support that contributes to the effective day-to-day operation of the school. The postholder will lead on a range of internal and external communications, coordinate key school events and administrative processes, and support the work of senior leaders, trustees and the wider school community.

Main Areas of Responsibility (in conjunction with the School Communications Officer and School Administrators)

Communications and Marketing

- Manage and regularly update the school website, ensuring content is accurate, engaging and up to date
- Produce and distribute the Headteacher's Newsletter and Staffline
- Create and publish engaging content across the school's social media platforms
- Publicise school open mornings, open evenings and other promotional events
- Promote House events, competitions and other student activities
- Maintain strong communication links with the Parents' Association and advertise PA events
- Maintain communication links with the Richard Hale Association and promote relevant activities and events
- Update and publish the daily staff bulletin
- Draft and circulate weekly staff briefing notes

School Administration

- Coordinating school trips
- Booking training courses
- Creation of Google forms (including staff surveys, ski trip data collection, Year 6 admissions data and consent information)
- Coordinate Parents' Evening(s) using the Parents Booking platform
- Coordinate policy review cycles and ensure current policies are published on the school website
- Distribute examination certificates to former students
- Provide general office support, including reception cover, answering telephones, operating the school gates and dealing with visitor enquiries.

Student and School Support

- Organising key events on the school calendar (including Presentation Evening, Remembrance Service, White Gloves, Senior/Junior Colours)
- Coordinating internal Sixth Form applications and interviews with members of the Senior Leadership Team
- Coordinate Achievement and Colours Assemblies in collaboration with members of the Senior Leadership Team
- Organise and coordinate Student Achievement meetings with the Headteacher

Governance Support

- Provide administrative support and liaison for Trustees (not Clerk to the Governors)

Contacts

Maintain good relationships with all contacts including:

- Students
- Staff
- Trustees
- Parents
- Local Dignitaries
- Richard Hale Association
- Parents Association
- General Public

Knowledge and Experience

- Knowledge of Microsoft Office (essential)
- Experience of working in an office environment (essential)
- Experience in maintaining/updating a website (preferable)
- Experience in event management (preferable)
- Excellent telephone manner (essential)
- Good general level of education (essential)
- Good organisation and communication skills (essential)
- First Aid trained (training will be provided)

Problems and Decisions

- Dealing with a number of queries simultaneously
- Coping with the unexpected and dealing with challenging parents' queries

Supervision

The Job Holder works with minimum direct supervision. The Job Holder should prioritise work according to appropriate deadlines referring to the Line Manager in the event of conflicts.

The position will be paid on H6 14 (currently £29,540) plus Outer Fringe (£729) pro rata, term plus 1 week. The position is advertised as either full or part-time and working hours/pattern will be discussed at the time of interview, but will be for a minimum of 22.5 hours per week with a start time of 8am and a finish time of 4pm.

Responsible to: HR & Office Manager

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	
Knowledge of Microsoft Office	Y	
Knowledge of Arbor		Y
Knowledge of CMS Wordpress		Y
Experience in Event Management		Y

Knowledge, skills and attributes	Essential	Desirable
An understanding of how to support young people (preferably of secondary school age)		Y
Competent ICT skills in the use of spreadsheets, word processing, Microsoft Outlook, graphics packages, etc	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organise and manage time effectively and prioritise workload	Y	
Ability to multi-task	Y	
Is calm, patient and reflective	Y	
Is positive and enthusiastic	Y	
Is able to maintain good relationships with students, parents and staff	Y	
Represents the School appropriately as the first point of contact in person on or on the telephone	Y	