



AYLESTONE SCHOOL

Broadlands Lane, Hereford. HR1 1HY
Tel. 01432 357371 hr@aylestone.hereford.sch.uk

In Federated Partnership with Withington & Broadlands Primary Schools

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes walk from the City railway station.

Administrative Assistant Level 3

Required As Soon As Possible

Permanent

32 hours per week, 8.00am to 4.30pm Monday to Thursday, Term Time Only

HC4 SCP 4 to 6 £18865-19466

We are looking for an Administrative Assistant to cover our school reception and provide administrative support. We are looking for an individual who:

- Has a calm and professional approach, and who can engage effectively with children, their parents, school staff and other stakeholders.
- Is organised, self-motivated and can offer support with minimal supervision.
- Has excellent IT Skills, especially Microsoft Office.
- Is flexible, can manage time effectively, and is able to multi-task; and
- Can communicate clearly, both verbally and in writing, with a wide range of people.

Aylestone School can offer you:

- An exciting and creative school environment.
- A friendly atmosphere.
- Supportive staff.
- Opportunities for professional development.

Our governors are keen to recruit someone with dedication and a passion for delivering excellent customer service and administrative support, whilst supporting the school's values and culture. If you are interested, please contact Mrs A Griffith, Office Manager, to arrange a visit or to discuss the post over the phone (01432 357371). An application pack, including application form and job description are available on the Aylestone website – www.aylestone.hereford.sch.uk

Aylestone School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to provide a DBS Disclosure.

Closing date for applications: Friday 9th October 2026 – 9am

Interview date: To Be Confirmed