



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Required September 2025

Front Office Administrator- temporary 9 months secondment cover

(HC04 equivalent £12.65 to £13.05 p/h)
Part time up to 28 hours a week initially

An exciting opportunity has arisen for a member of staff to have the opportunity to join the Administration team.

We are looking for an enthusiastic and highly motivated person to join the department, must be a positive and flexible team player with excellent communication and organisational skills who enjoy working with students and has relevant experience.

As a Front office administrator, you will undertake admin tasks for the front office and cover reception when required, elements of your role will be to assist with the first aid of students and welcome visitors.

This post is a temporary secondment cover, although over time there may be opportunity for more permanent roles within the school.

Please download the application pack from our website and email completed application form to Kedwards@fairfield.hereford.sch.uk by Noon on Monday 7th July 2025.

Closing date for applications: Monday 7th July 2025

Interviews to be held: Thursday 10th July 2025