



BOSTON
HIGH SCHOOL

Boston High School, Spilsby Road,
Boston, Lincolnshire, PE21 9PF

Tel: 01205 310505 | **Email:** enquiries@bostonhighschool.co.uk

www.bostonhighschool.co.uk

LEADING LEARNING TOGETHER

VACANCY

Office Administrator

HOURS & SALARY

32.5 hours (8.30am – 3.30pm)

39 weeks per year (term time, plus one additional week to be worked in the summer holidays)

G3 – FTE £25,614-£26,846 Pro rata £19,297-£20,225

CLOSING DATE FOR APPLICATIONS:

Wednesday 14th October 2026 (Noon)

INTERVIEWS WILL BE HELD ON:

Friday 16th October 2026

We are seeking to appoint an organised, efficient, and proactive Office Administrator to join our dedicated school team.

The successful candidate will play a key role in supporting the smooth day-to-day running of the main school office, with a particular focus on attendance administration and pupil welfare.

The role will involve monitoring and maintaining attendance records, investigating, and following up student absences with parents and carers, producing attendance reports, and supporting the school's strategy to promote excellent attendance.

Alongside these responsibilities, the postholder will provide administrative support across the school, including managing telephone and email enquiries, administering first aid, maintaining records, and filing systems, and communicating effectively with students, parents, staff, and external agencies.

The successful candidate will have excellent organisational, communication and IT skills, together with previous administrative experience.

Experience of working in a school environment and knowledge of SIMS or other school management information systems would be advantageous.

This is an exciting opportunity to work at the heart of our school community, making a positive contribution to students' attendance, wellbeing, and success.

We reserve the right to interview and appoint a suitable candidate before the closing date; therefore, early applications are encouraged.

An application form and further information, including a job description, can be downloaded from our school website www.bostonhighschool.co.uk. If you have any queries or questions after reading the job description, **please contact Nadine Swain via email below.**

Please return all application forms, together with a letter of application (no more than 1 side of A4) to:

Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF

Tel: 01205 310505 **Email:** jobs@bostonhighschool.co.uk

This school is committed to safeguarding and promoting the welfare of children. As part of our safer recruitment practices, an Enhanced Disclosure and Barring Service (DBS) check and an online presence search (excluding social media) will be undertaken. All re-employment checks are carried out in line with 'Keeping Children Safe in Education'.