



# Edwinstree Middle School

A Voluntary Controlled Church of England School  
Norfolk Road Buntingford, Hertfordshire, SG9 9AW

**Required for April 2026**

**Data & Student Support Administrator**  
**37hrs Hours per Week Term Time Only**  
**Salary: H5 - H7 (Dependant on Experience)**  
**(£14.13 – £16.62 per hour)**

**Edwinstree Middle School is a successful and friendly Church of England school**

## **What are we looking for?**

- We are looking for a highly organised person with intermediate excel skills, to work in a busy, evolving environment.
- This is a new, exciting role, joining an established, experienced, and supportive school Admin team. No two days are the same and the successful candidate will be working autonomously and developing existing processes.
- This position is working across multiple departments including Data, SEND, Attendance and Resolve.
- The candidate should be calm, empathetic and be able to work confidently and supportively with both children and adults.
- We welcome applications from candidates with experience in either the education sector or outside the education sector, who have the relevant skills and wish to develop their career within a school environment.

## **What can we offer you?**

- Excited, eager learners, including students, parents, teachers, support staff, governors, leaders and volunteers
- A strong emphasis on staff development supported by enthusiastic leaders: the appointed candidate can expect to gain significant enjoyment and professional fulfilment
- Bespoke induction to meet your needs - we recognise that joining a new school brings its own set of challenges
- Continuing Professional Development (staff training) linked to our School Improvement Plan and your performance management – which drives our teaching and learning

Edwinstree Middle School is committed to safeguarding and promoting the safety and welfare of all our children and expects staff to share this commitment. Appointment to this post is subject to satisfactory clearance of enhanced Disclosure and Barring Service (DBS) checks, including the barred list, as well as all other (pre-appointment checks in accordance with Keeping Children Safe in Education (2019)

**Please contact Mrs Sam Petty (PA to Headteacher:) on 01763-271446 or email:**  
[s.petty@edwinstree.herts.sch.uk](mailto:s.petty@edwinstree.herts.sch.uk) for more information or visit our website

**Closing date for applications:** 16<sup>th</sup> February 26 **Interviews:** WB 23<sup>rd</sup> February 26

*Our faith supports each individual to flourish and challenges us to live life in all its fullness*