



BATTLE ABBEY SCHOOL

(Independent, Co-educational for pupils from 3 months – 18 years, Boarding and Day)

Required as soon as possible

OFFICE ADMINISTRATOR

To work all year round in our Senior School Office in Battle, from 7.30am to 1.30pm Monday to Friday for 34 term time weeks and 1 week during school holidays. Experience in a similar role would be beneficial. The annual salary is £14,367.80 (£25,396.80 FTE).

Please download an application form and job description from the School website at

www.battleabbeyschool.com

and return to Mrs Alison Ambrose, HR Manager, hr@battleabbeyschool.com

Closing date: Monday, 28th July 2025 at 9am

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.