



**Alban TSA Project Administrator • H4 pro rata + fringe
10 hours per week • term time only
Start date: November 2019**

Sandringham School is a high performing and extremely popular Outstanding School situated in the picturesque city of Saint Albans, conveniently located just 20 minutes by train from London. Sandringham is one of the three lead schools for the Alban Teaching School Alliance (ATSA) and we have recently been designated as one of 23 National Computing Hubs.

We are seeking to appoint an exceptional Administrator to join the administration team of the Alban TSA. We are looking for an individual who has:

- Business knowledge and financial acumen
- Substantial administrative and organisational skills
- Excellent interpersonal skills and the ability to work with a wide range of people
- A high level of initiative and the ability to learn on the job and develop leadership skills
- High levels of literacy and numeracy
- PR experience would be advantageous
- A high degree of computer literacy

This position is initially offered for 10 hours per week but there is potential to increase. If you would like to work in a forward thinking school and make a difference, we would like to hear from you.

Application deadline: 9am, Monday 23rd September

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website www.sandringham.herts.sch.uk or www.teachinherts.com Applications should be sent to: Kate Ward, HR Officer, Sandringham School, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560. Email appointments@sandringham.herts.sch.uk

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.