



Hardenhuish School

A High Performing Academy

September 2025

Dear Applicant

Thank you for your interest in the permanent post of **Faculty Administrator** at Hardenhuish School.

We are looking to appoint a **Faculty Administrator** to provide administrative support across all subject areas, as well as to take responsibility for creating and maintaining high-quality displays throughout the school. This is a fantastic opportunity for someone who enjoys combining strong organisational skills with a creative flair. Previous experience in an administrative role within an educational setting is desirable, but not essential.

After reading the supporting job description, we hope you will apply for this interesting and rewarding role. Please send your completed application and equal opportunities forms to **Human Resources at hr@hardenhuish.wilts.sch.uk**. All information provided will be stored, processed, and shared in accordance with our **Data Protection Policy**, available on our website.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people, and has robust safeguarding policies and procedures in place. We expect all staff and volunteers to share this commitment, and our application pack includes the **Safeguarding and Child Protection Policy with Handbook**.

Please note: shortlisted applicants will be asked safeguarding-related questions at interview, and the successful candidate will be required to complete an enhanced DBS disclosure.

The closing date for applications is **8.30am on Tuesday 7th October 2025**, with interviews scheduled within 10 working days of the closing date. If you have not heard from us within this time, please assume your application has been unsuccessful. Unfortunately, due to the high number of applications we receive for posts such as this, we are unable to offer feedback on individual applications not shortlisted for interview. Please note: applications may close before the deadline, so we encourage early submission to avoid disappointment.

Thank you once again for your interest in Hardenhuish School, and we look forward to receiving your application.

Yours sincerely

Lisa Percy

Lisa Percy
Headteacher