

Job Advert

Job Title: Administration Officer (Medical and Attendance)

Location: Holy Trinity Church of England School, Crawley, UK

Position Type: Part-Time – 11:00am to 2:00pm, Monday to Friday, Term-Time only (plus INSET). These are set hours, with no room for flexibility.

Salary: WSCC Grade 4 Point 5 plus Crawley Weighting. Full-time equivalent £26,144.
Actual Salary: approx. £9,090.

Contract Type: Permanent

Start Date: ASAP

- Are you passionate about supporting young people to reach their full potential
- Do you want to work in a vibrant, multi-faith school community founded on dignity, community, wisdom, and hope?
- Are you a relational individual who excels at building trust and challenging students to flourish?

If so, then we want to hear from you!

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibus service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

This post includes supporting the medical welfare of students by providing first aid assessment and treatment as necessary. The successful applicant will also be required to work with the administration team in undertaking a range of administration tasks not necessarily related to the key responsibilities of this post.

Key Responsibilities:

- Responsible for providing First Aid support to students, liaising with parents and staff.
- Supporting the administrative functions of the school including but not exclusive to those related to medical and attendance

Essential Qualifications and Experience

- A good standard of education, including GCSE English and Mathematics at grade C/4 or above.
- Experience working Microsoft Office suite.
- Knowledge of safeguarding responsibilities and professional boundaries.
- The ability to work calmly and effectively with students facing challenges.
- An understanding and appreciation of the school's Christian ethos.

Why Join Us?

- **A Supportive Culture:** Work in an environment that values professional growth and collaborative teamwork.

- **Impact:** Play a pivotal role in shaping the future pathways of our students, from university to apprenticeships.
- **Values-Driven:** Be part of a team dedicated to dignity, belonging, and high expectations for every student.

How to Apply:

To apply, please complete the application form available on the website. This must be emailed to hr@holytrinitycrawley.org.uk by **9am on Friday 15th May 2026**. **Interview: w/c 18th May 2026**

For further information about the role, please contact HR on the email provided above.

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.