



Cade Street, Old Heathfield, East Sussex TN21 8RJ
Tel: 01435 866066 Fax: 01435 867155

www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

Administrative Support Assistant

(within the Learning Support Department)

34 hours per week

Term Time Only and some holiday working

Working pattern and holiday hours to be discussed at interview

Local Single Status Grade 3
£24,796 per annum
(actual salary equates to £19,686)
Permanent

Pride. Ambition. Community

The successful candidate will join an established team of educational staff and will work to ensure there is admin and resourcing in place to support the effective and efficient running of the department. They will support the Head of Department with daily tasks and planning and preparation for the department as a whole. No experience of special educational needs is required as the role is admin based however for candidates with an interest in this area it would provide opportunities for contact with families and outside agencies which would enhance the successful candidates understanding.

Please contact Elaine Burgess, SENDCO for further details and an informal discussion about the vacancy at eburgess@heathfieldcc.co.uk or 01435 866066. Please submit your application as soon as possible as we reserve the right to interview prior to the closing date should we have a suitable candidate.

Please see our website for an information pack and application form.

Closing date: Please complete and return your completed application form to jobs@heathfieldcc.co.uk by midday on Friday 9 January 2026 at the latest.

Start date: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.