



DEVONPORT HIGH SCHOOL FOR GIRLS

**Office/Sixth Form Administrator
37 Hours Per Week/ 40 Weeks Per Annum**

Required From September 2026

Devonport High School for Girls is a highly successful and oversubscribed 11-18 selective grammar school with 960 students on roll, including around 225 in the Sixth Form.

We are seeking an experienced Office/Sixth Form Administrator. This role is to provide routine and general clerical and administrative support to the school. The successful candidate will be required to have ICT knowledge in Word and Excel.

The position advertised is for Monday – Friday 8.30am – 4.30pm, 37 hours per week, 40 weeks per year. (One week to be worked during the summer holidays)

The salary is Grade C, Point 5 – 7 (£25,583 - £26,403) actual salary (£22,564 - £23,288).

Further information and application packs are available from our website: www.dhsg.co.uk

The closing date for applications is **9am on Friday 3 July 2026. Interviews will be held on Friday 10 July 2026.** Please note that CVs are not accepted.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Lyndhurst Road, Peverell, Plymouth, PL2 3DL

Tel: 01752 705024

Email: recruitment@dhsg.co.uk

Head Teacher: Mr L J Sargeant BA(Hons), MA(Ed), PGCE, NPQH