



# HOLME GRANGE SCHOOL

Heathlands Road, Wokingham, Berkshire, RG40 3AL  
Tel: 0118 978 1566 e-mail: [hr@holmegrange.org](mailto:hr@holmegrange.org)  
Independent Co-educational School from 3 – 16 years

**Required from September 2024**

## **Academic Administrator** **(3 days a week, term time plus 4 weeks)**

Holme Grange is a successful, traditional Independent School with a real soul. We aim to stimulate intellectual curiosity and encourage pupils to embrace challenge. We have high expectations, setting high standards for ourselves and our pupils. Pastoral care is the responsibility of every member of staff and is one of the many strengths of this thriving School and we have waiting lists in most year groups.

We have innovative, forward thinking staff with an understanding of how children learn and continue to learn ourselves. We are looking for someone to join us who is willing to contribute ideas and enthusiasm, to motivate and inspire and to strive to provide the finest education, care and opportunity to our pupils.

We are looking to employ an Academic Administrator to provide high quality administrative support for the day-to-day running of the Sports, Music and Drama Departments, across Pre-Prep, Prep and Eaton Grange Schools. The role will involve managing the administration of Sports fixtures and Expressive Arts peripatetic lessons through the SOCS database. Also providing support to organise sports, music, drama and other ad hoc school events throughout the year, as well as providing administrative support to the Heads of Sport, Music and Drama. The postholder will also provide general school administrative duties during the holiday period.

The successful applicant will be a well organised individual with excellent interpersonal and team-working skills and the ability to work with discretion at all levels to a variety of audiences. Must have the ability to maintain high work standards in a busy office with interruptions.

Holme Grange has its own salary scale, the salary depends on age and experience relevant to the position.

**Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.**

Full details and application form available at [www.holmegrange.org](http://www.holmegrange.org) or by telephoning 0118 978 1566. Applications will only be accepted by completion of an application form which should be submitted with a hand-written letter of application to the Headteacher – Mrs C Robinson.

**Closing date for applications:** Wednesday 19<sup>th</sup> June.

**Interviews:** date to be confirmed.