



Hitchin Boys' School

Head Teacher: Mr T E Bennett BA (ED)
Grammar School Walk, Hitchin, Herts SG5 1JB



Co-Curricular Administrator

37 hrs/week

Mon – Fri, 8:30am – 4:30pm (4:00pm Fri)

Term Time + 5 days (39 weeks/year)

H3 (£23,500 - £23,893 pa FTE)

Actual salary: £20,010 - £20,345

Hitchin Boys' School (HBS) is an outstanding and over-subscribed comprehensive school with a mixed sixth form, which forms part of the highly successful Hitchin Schools' Consortium. We have a history that stretches back nearly 400 years but embrace fresh thinking and a modern, vibrant curriculum. We have high expectations, excellent standards of behaviour and pride in our extra-curricular activities that lead to academically successful and well-rounded students who are well equipped for life beyond school.

We are now seeking a Co-Curricular Administrator to join our well-established and friendly Admin Team.

The role will support the Assistant Headteacher Co-Curricular in the oversight and development of the school's highly successful and vibrant co-curricular programme. This is a new and exciting role that will be instrumental in ensuring a broad and varied co-curricular programme that strives to provide something for everyone. The successful candidate will work closely with a wide range of staff and particularly with the Headteacher's PA, the Assistant Headteacher Co-Curricular and Heads of Creative Arts, Music and PE.

Key duties include:

- Integrating co-curricular activities into the school's timetable, ensuring smooth coordination and minimising scheduling conflicts.
- Providing seamless operation of co-curricular activities, providing students with enriching experiences beyond the classroom and diverse opportunities for personal growth and development.
- Managing and maintaining the music email account.
- Publishing weekly music timetables integrated into the co-curricular timetable and communicating clearly with staff, parents and pupils about music lessons.
- Planning and administering the weekly sporting activities in collaboration with the Head of PE.
- Providing first line medical/first aid support for both students and staff.
- General office/reception administrative duties.

Personal qualities and skills:

- a good general education, including qualifications in English and Mathematics (equiv.to GCSE Grade 5)
- strong administrative and organisation skills
- strong interpersonal skills
- good IT skills
- able to communicate clearly, both orally and in writing
- able to work on their own initiative and be determined to succeed
- previous experience of working with secondary age children (desirable)

What can HBS offer you?

- A school with great traditions, excellent reputation but with a modern outlook
- A dedicated, well qualified and experienced staff who share the goal enshrined in our school motto “Per Ardua Ad Alta” – Striving for Excellence
- The opportunity to work in a secure, supportive environment
- Free 24/7 access to our Employee Assistance Programme
- Free use of the school gym
- Free parking on site

Applications should be submitted via [My New Term](#)

Application deadline: 9:00am, Tuesday 5th November 2024

Please visit the school website <https://www.hbs.herts.sch.uk> for further information on our school.

HBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be carried out for all posts.

HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.