



**Oriel High School**

Maidenbower Lane

Maidenbower

Crawley

West Sussex

RH10 7XW

Headteacher: Philip Stack BSc MA NPQH



This innovative and successful 11-18 school first opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1500 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community.

#### Attendance and First Aid

**The salary range is £26,403 - £26,824 (Grade 5) plus Fringe allowance,  
Pro rata, Term time only plus one week.**

The Governors are seeking to appoint an excellent administrator with good communication skills for the above post. The post is term time only, including 5 Staff Training days (+ 1 week).

This is a pivotal role and the person appointed will work closely with staff across the school and at all levels. The successful candidate will report to the Business Manager and work as part of an effective team. You should be calm under pressure and enjoy dealing with people.

You will have previous experience of working in a busy office environment. Working knowledge of School MIS software is also desirable but not essential. A full induction and support programme will be provided.

#### Key Tasks include:

- To provide support for Inputting attendance and absence data when required
- Monitoring the medical register for those pupils absent from lessons and/or sent home
- Issuing attendance letters as appropriate
- To supervise students in the medical room
- Administer first aid as required and monitor student recovery.
- Monitoring medicines and their accessibility to qualified staff in school

If you have drive, enthusiasm, and experience to bring to our school we would be pleased to hear from you.

To apply, please visit the school website [Staff Vacancies – Oriel High School](#)

Closing date for applications: **12pm on Monday 9<sup>th</sup> February 2026**

West Sussex County Council is an Equal Opportunities Employer

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced Disclosure & Barring (DBS) check with the Criminal Records Bureau.