



The Sacred Heart Language College

Part-Time Student Services Administrator Student Services Office

14 hours per week, term time only
(Thursday & Friday, 8:00 a.m. – 4:00 p.m. with 1 hour lunch break)
Grade & Salary: G06, point 21 - Actual Salary: £11,428 per annum
(FTE .3341 – full time salary £34,206 per annum)
1 Year Fixed Term Contract in the first instance

Start: As soon as possible

This post is subject to the contract of employment between the Student Services Administrator and the Governing Body of The Sacred Heart Language College. The postholder must have regard to the Catholic character of the School and be committed to supporting and upholding it.

We are an outstanding Catholic College and the faith life of our community is integral to all that we are and all that we aspire to be.

We seek to appoint an enthusiastic, committed Student Services Administrator to work within the Student Services Office assisting with all aspects of student administration, safeguarding and welfare. The successful candidate will be required to undertake the full First Aid at Work qualification and Level 3 training in Safeguarding.

Knowledge of working in a College environment would be useful, although not essential. Training in the use of various systems used in order to meet safeguarding, medical and welfare needs of staff and students will be provided.

Application is by completion of Catholic Education Service documents which are available from the TES or from our websites: www.tshlc.harrow.sch.uk or www.blessedholymfamily.co.uk

Please ensure that all sections of the application form are completed and that you submit the relevant supporting documents with your application (supporting statement, CES consent to obtain references form and school statement of additional outside employment) to llewis@tshlc.harrow.sch.uk

For further details please email L Lewis, Headteacher's PA: llewis@tshlc.harrow.sch.uk

The closing date for submission of completed applications is 9:00 a.m. on Monday 13th October 2025.

The Sacred Heart Language College and Blessed Holy Family Catholic Academy Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The school intends to carry out an online search on shortlisted candidates as part of its due diligence. All staff appointments are subject to satisfactory references and enhanced Disclosure and Barring Service checks. Any concerns which arise may be discussed at, or prior to the interview stage. We are an equal opportunities employer.