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# School Secretary (Park Mead Primary School)

Hailsham, East Sussex, United Kingdom (On-site)

## JOB INFO

Job Identification	2890
Job Category	Education
Posting Date	20/03/2026, 08:00
Apply Before	13/04/2026, 12:00
Locations	Park Mead Community Primary School, Hailsham, BN27 3QP, GB (On-site)
Working Hours	30.5
Salary	£26,824 to £27,694 per annum pro rata
Salary From	26,824
Salary To	27,694
Working Pattern	Part Time - term time
Contract Type	Permanent Contract
Number of Openings	1

## JOB DESCRIPTION

Hours of work: 30.5 per week.  
 Working pattern: Part-time, term-time only (working for 40 weeks per year plus 6.2 weeks annual leave).  
 As the position is part-time/term-time only, the above salary will be pro rata.

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Closing date: Monday 13 April, 2026 at 12:00 p.m.

For more information and to apply for the above post, please contact:

Park Mead School  
Michelham Priory Rd  
Upper Dicker  
Hailsham  
BN27 3QP

Phone: 01323 844247

Email: [office@parkmead.e-sussex.sch.uk](mailto:office@parkmead.e-sussex.sch.uk)

Website: [The Pioneer Federation](#)

Please note, we do not accept CVs.

We are looking for a School Secretary / Receptionist for our wonderful rural primary school in Upper Dicker near Hailsham.

Park Mead has a strong family feel, with a creative approach to all aspects of school life and a vision of nurturing life-long learners.

The successful candidate will have a good level of education with experience of producing documents to a high standard and of undertaking a range of clerical and administrative duties, including dealing with attendance administration efficiently and communicating to parents in a professional and timely manner. A working knowledge of, Arbor, Word and Excel would be desirable.

Are you someone who:

- Is highly organised and able to prioritise your own workload.
- Understands how essential the role is to the smooth running of the school.
- Is nurturing and has excellent communication skills.
- Shows sensitivity and objectivity when dealing with confidential issues.
- Has the ability to work as part of a team.
- Is willing to undertake safeguarding and first aid training as required.

If so, then we can offer you:

- Friendly, positive children and parents.
- Dedicated, hardworking colleagues who work as a team.

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- A supportive leadership team and Governing Body.
- A commitment to your professional development.
- A beautiful location in rural Sussex with magnificent grounds.

Visits to our school are warmly welcomed.

Please contact the school office for an Application Pack or download via the following link:

<https://pioneerfederation.co.uk/vacancies/>

This post is covered by the Childcare Disqualification Regulations 2018.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

## ABOUT US

### Additional Information

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to <https://www.gov.uk/dbs-check-applicant-criminal-record>.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child

Protection and Safeguarding Policy and work in accordance with this document at all times.



**JOIN OUR  
TALENT  
COMMUNITY**