



PARK MEAD PRIMARY SCHOOL

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



Requires a School Secretary

30.5 hrs per week (term time only)

Start date: June/July 2026

Single Status Grade 6, spinal point 14-16, £26,824 - £27,694 (pro rata)

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 are 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.
- 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/>

Closing date for application forms: Midday - Monday 13th April 2026.

Interview: Date TBC

Park Mead Primary School, Michelham Priory Road, Upper Dicker, East Sussex, BN27 3QP.
Tel/Fax: 01323 844247. Email: office@parkmead.e-sussex.sch.uk