Headlands School

Sewerby Road, Bridlington, YO16 6UR

Support Services Assistant
Scale Point 4A

Full Time, 37 hours per week, Term Time plus 5 days
Actual Salary £24,508 per annum

We are looking for an enthusiastic Support Services Assistant to work in the School's Main Office, although you may be required to work in other admin departments. Duties will be varied and will involve working with all members of the school community in differing capacities including Human Resource admin. Working across a range of software packages, dealing with all aspects of administrative support, maintaining accurate records and general administration, such as typing, filing, photocopying.

You should have recent experience of working in a busy office environment, excellent communication and organisational skills, up to date knowledge of administrative procedures and systems, e.g. word, excel, outlook, etc. and will need to be able to work on your own initiative to meet the demanding requirements of the role.

Whilst this is a full-time post, we are open to discussing part-time arrangements and would consider applications from those who would prefer reduced hours.

We can offer you:

- The opportunity to be part of a supportive staff committed to making a real difference to the young people of Bridlington.
- The chance to be part of a friendly and hardworking team and have the opportunity to develop through first class CPD.
- The prospect of being part of an establishment that highly values its staff and provides opportunities for further development and promotion.
- A supportive team, ensuring good staff wellbeing and access to a free staff Counsellor service.
- Free Car Parking.
- Gym Facilities.

Bridlington is a coastal town which is undergoing rapid regeneration and significant financial investment. Quality of life in the East Riding is exceptionally high - housing is plentiful and prices are lower than many other parts of the country.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to an Enhanced DBS check. An application pack can be obtained from our website: www.headlandsschool.co.uk completed application forms can be emailed to h.r@headlandsschool.co.uk. Informal visits or telephone conversations with the school are welcome.

Closing date: Tuesday 24 November 2026
Interview Date: Week Commencing Monday 30 November 2026