

# THE PIGGOTT SCHOOL

TWYFORD ROAD, WARGRAVE,  
READING RG10 8DS  
Tel: 0118 940 2357



## Sixth Form Administrator

Full or Part Time, Hours Negotiable  
Term Time Only Plus One Week During the Summer Holidays

Salary Grade 4, £22,369 - £24,054 FTE  
Actual Salary £15,444 - £16,607 for 30 hours per week

The Sixth Form Administrator is a key member of the Sixth Form Leadership team. The successful candidate will work closely with the Key Stage Five Pastoral team and the Key Stage Five Pastoral Assistant to ensure that all Post 16 learners at The Piggott School receive a world class education in an institution where every member of our school is valued.

The school is a mixed Church of England Academy with 1837 on roll situated near Twyford, between Maidenhead and Reading. We can offer you a friendly and supportive work environment, with happy staff and enthusiastic young people.

For further information please see the job description and person specification on our website. If you are interested in finding out more about our school or you have any questions, please contact Caroline Preston, PA to the Headteacher, at [prestonc@piggottschool.org](mailto:prestonc@piggottschool.org)

To apply please complete a support staff application form which can be found on the website at [www.piggottschool.org](http://www.piggottschool.org) and e-mail to [vacancies@piggottschool.org](mailto:vacancies@piggottschool.org).

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Satisfactory Disclosure Clearance and a 'prohibition from teaching' check will be completed for all applicants. The school reserves the right to close this advert early in the event that sufficient applications have been received.*

**Closing date: 11am on Wednesday, 8 February 2023**