



# Haydon Bridge High School

Headteacher: David Nisbet  
Deputy Headteacher: Stephen Hill

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## Administration Assistant

### Required for September 2025

Permanent post

37 hrs per week (8:00 am – 4:00 pm (3:30 pm Friday))

Term time + 5 days

Band 2 – £24,027 - £24,404 (Equated)

Haydon Bridge High School seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role as Office Administrator in a very busy school office.

HBHS is a co-educational 11-18 high school with over 400 students on role including 60 in our 6th form.

If you would like to visit us prior to your application, to see for yourself the positive learning environment, the warmth and the special atmosphere of Haydon Bridge High School, please let us know.

For further information and an application form, please refer to the school's website (see details below) or contact the school directly. Completed application forms are to be returned to the Headteacher by **noon on Monday 16th June 2025**.

- **Only applications submitted on the application form will be considered**
- **HBHS is committed to the protection and safety of students**
- **All appointments will be subject to an enhanced DBS check**

**Haydon Bridge High School**  
**North Bank, Haydon Bridge, Hexham, Northumberland, NE47 6LR**  
**Telephone 01434 684422**

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[www.haydonbridgehigh.co.uk](http://www.haydonbridgehigh.co.uk)