

The Independent Schools Association invites applications for the role of Admin Assistant. Our dynamic team supports the head teachers at over 800 independent schools to achieve educational excellence for their pupils.

Join a friendly and supportive team for a varied, hands-on administrative role. You'll play an important part in helping the office run smoothly, supporting colleagues across a wide range of day-to-day activities. This is a great opportunity whether you are bringing existing experience and looking for a part-time position; seeking to broaden your skills base; or if you are early in your career.

Job overview

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| Role | Admin Assistant – PART TIME (0.6) |
| Location | Great Chesterford CB10 1PF, North Essex/Cambridge border |
| Start Date | 11 May 2026, or later by agreement |
| Salary | £24,771 – £28,850 FTE, plus 7% pension contribution |
| Actual salary | £14,863 – £17,310 [after pro-rating for part time working 0.6] |
| Application deadline | 12 April 5pm |
| Interviews | 24 April at ISA House |

About the employer: Independent Schools Association

ISA is the umbrella association and national charity supporting over 800 independent schools and c.150,000 pupils nationally. Full information about the Association and its structure can be seen at www.isaschools.org.uk.

Please also see our [Why work for us](#) website page, including further information for applicants.

ISA is an equal opportunity employer. ISA is an inclusive and nurturing organisation where employees feel empowered to share their experiences and ideas in a culture where difference is valued. We are committed to providing equality of opportunity and fostering opportunities to improve our understanding and practice. We welcome the positive impact that diverse and inclusive teams have at all levels of the Association, celebrating their differing approaches and points of view. [More on Inclusion, Diversity and Equity at ISA.](#)

How to apply

To apply for this position, please email your CV plus two documents (see below) to the CEO, Rudi Elliott Lockhart through karen.goddard@isaschools.org.uk.

Please download, complete and return the two templates:

- 1) [Cover letter template](#)* (this is an anonymised sheet)
- 2) [Core details form](#) (this is a simple, single page form)

*This sheet is used for anonymous initial shortlisting, so should not include your name, etc. We recognise that some personal details—such as your name, age, gender identity, ethnicity, or other background information—may unintentionally give rise to unconscious bias during recruitment processes. You are not required to disclose personal information of this nature if you feel it may unfairly impact how your application is assessed. **You should use the job description, person specification, and skills base as a guide.**

Interviews will be held on Friday, 24 April at ISA House.

Details on the Vacancies section of the ISA website: www.isaschools.org.uk.

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).

Job Description

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

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| Contract | The post is a part-time, permanent contract, subject to satisfactory completion of a six-month probationary period. It is subject to checks that include verifying the right to work in the UK. |
| Start Date | Start date from 11 May 2026 – earlier or later, by agreement. |
| Reports to: | Office Manager |
| Hours of work: | 0.6 of FTE, ie 21 hours per week (actual working hours by mutual agreement) We are open to enquiries about term time only (TTO) contracts, with increased hours during termtime. |
| Holidays | 25 days per annum, plus up to 8 bank holidays, pro rata for part-time employees. Holidays must be taken outside of published school term times |
| Location | Great Chesterford (Essex/Cambridge border). ISA House, Great Chesterford Court CB10 1PF |
| Remuneration | Salary: £24,771 - £28,850 FTE; plus additional pension contribution by ISA of 7% of gross salary. £14,863 – £17,310 after 60% pro-rating Salary is reviewed annually in September and is subject to a performance uplift within the agreed salary bands, plus cost-of-living uplift. |

Core duties

ISA welcomes applications from candidates of all backgrounds. Full training and support will be provided.

Office Administration

- Support the day-to-day administrative functions of the office.
- Maintain organised records and documentation systems.
- Assist with general office coordination to ensure a smooth and efficient working environment.

Communications

- Manage incoming emails and telephone enquiries, responding where appropriate or directing to relevant colleagues.
- Produce the fortnightly team bulletin.
- Coordinate and schedule outgoing mailings for the team.

HR and Governance Support

- Provide support for regular HR processes and routines.
- Provide administrative support for recruitment processes when vacancies arise.
- Coordinate and collate termly reports to the Board.

Facilities and Compliance

- Support basic Health & Safety admin, including completing and recording required checks.
- Help coordinate with external contractors for office maintenance and repairs.
- Undertake practical office tasks such as monitoring supplies and supporting general upkeep.

General

Other related duties and responsibilities as reasonably directed by the Office Manager and CEO.

Person specification and skills base

The successful candidate:

- will possess strong administrative and organisational skills;
- will have solid written and verbal communication skills;
- will have strong digital skills and a willingness to learn and develop as new systems evolve;
- will have a willingness to complete a range of hands-on practical tasks to contribute to the smooth running of the office;
- will have administrative experience in a business or voluntary setting; or relevant qualifications and a willingness to learn;
- will have an eye for detail and able to complete work with a high degree of accuracy;
- will be able to manage time effectively and meet deadlines;
- will be a positive character who will seek to contribute to a fulfilling working environment;
- will be able to self motivate and work independently, without close supervision;
- may have experience of handling confidential information
- may have practical, hands-on skills to tackle basic office maintenance tasks
- may have experience and interest in basic design work

Please note: This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

Summary of terms and conditions of service

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK.

Flexible and Hybrid Working (some, but limited)

As a small company, we believe strongly in the importance of collaborative working in the office to stimulate creativity and to build a strong and effective team. However, we recognize the value of flexibility to individuals. Once the initial training period is complete, the new employee will be eligible for the same hybrid benefits as other colleagues. Currently this includes:

- The option to work from home on 6 days each half term, with dates subject to approval by the line manager.
- The option to work slightly more flexible hours, such as 8-4 or 10-6, on an occasional basis, subject to approval by the CEO and the needs of the business.
- Other flexible working arrangements by agreement. Contact us for a discussion.

If these benefits are particularly important to you, please contact us for details of our current policies or for a discussion as to whether this role matches your expectations.

Questions?

We are very happy to answer any queries that you may have at this stage. If you would like to know about the role, please phone Karen on 01799 581698, or by email on karen.goddard@isaschools.org.uk.

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