



Thomas Mills

High School & Sixth Form

Headteacher: P J Hurst BA MA MBA MSc NPQH

Thomas Mills High School & Sixth Form

Saxtead Road, Framlingham, Suffolk, IP13 9HE

T: 01728 723493

E: inmail@thomasmills.suffolk.sch.uk

thomasmills.suffolk.sch.uk

August 2026

Dear applicant

Post Title: Administration Officer

The Post

Thank you for your interest in this post. The successful candidate will join our school office, and the main focus will be attendance. IT skills, effective communication (both verbal and written) are essential as well as your ability to link attendance with the wider context including safeguarding. The role will be shared with our current attendance officer, and we are looking for either two or three days. However, full-time, term-time candidates should not be deterred from applying as we may be able to consider other administrative duties. We will provide training with our systems and policies.

The School

Thomas Mills High School is a flourishing 11-18 high school at an exciting stage of its development. I hope the enclosed information encourages you to apply. Our staff are essential to the success of the school and, if appointed, you would be joining a valued and hardworking team. We do have a Recruitment and Selection Policy which can be found on the School website under Policies and Audited Accounts.

The school is situated in the pleasant and historic town of Framlingham, and it is a place of learning. Results are consistently excellent, and we are justifiably proud of our academic excellence. High expectations from our students and well qualified staff lead to quality teaching and learning. Students make very good progress during their time here and move successfully into university (including Oxbridge) or employment. Our academic results consistently place us as one of the highest performing schools in Suffolk.

Our curriculum is distinctive and broad and balanced including Sixth Form provision. The school is large enough to provide a range of options and facilities and yet small enough for students to develop as individuals. There is an impressive range of extra-curricular activities which support our students as they become confident learners and active members of the community. Visitors often remark on the calm, purposeful and self-disciplined atmosphere. Our school ethos is shaped by our Charter of Values which blends tradition and innovation.

The school was re-awarded World Class Schools status, and this is excellent validation of our wider educational opportunities and high standards. This year we will be seeking awards in Inclusion and Careers Quality.

Application

If the details of the post appeal to you, please write a letter (no more than one side of A4) explaining how your skills and experience has prepared you for the role.

All applicants will be afforded equal opportunities. The school is also committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants should be aware that Thomas Mills High School will undertake a general online search as part of the application process and by completing the application form agree for us to do so.

We encourage suitable applicants to get in touch and apply early. We reserve the right to interview and appoint ahead of this deadline if we get an appropriate calibre of candidate(s).

I look forward to hearing from you,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Hurst'.

Philip Hurst
Headteacher