

KENT & EAST SUSSEX RAILWAY RECRUITMENT INFORMATION



For the position of: ADMINISTRATOR

<p>How to apply Please include your completed Application Form and CV, otherwise your application will be deemed as incomplete and will not be progressed</p>	<p>To apply for this position please email the following documents to Mat Hyner or post to Matt Hyner, People Director, Kent & East Sussex Railway, Tenterden Town, Tenterden, Kent, TN30 6HE.</p> <ul style="list-style-type: none"> • Completed application form • CV setting out career history with job responsibilities and achievements. Please ensure you clarify any gaps in your work history.
<p>Selection methods and offer</p>	<p>K&ESR will acknowledge your application. Shortlisting will be done by reviewing the evidence presented in your application against the key requirements set out in the box at the bottom of page 2 of the Job Profile.</p> <p>Shortlisted candidates will attend a panel interview. Any offer of appointment will be subject to satisfactory clearances including checks on rights to work in the UK, employment references, and medical assessment by the company's Medical Adviser. There may be a requirement to additionally undergo a DBS check</p>
<p>Arrangements for interview</p>	<p>Expenses incurred during the recruitment process will not normally be reimbursed. Please let us know if you have any particular requirements if you are invited for interview.</p>
<p>Reserve lists</p>	<p>If we receive applications from more suitable candidates than we have vacancies for we may hold applicants on a reserve list for 12 months and future vacancies requiring similar skills and qualities could be offered to candidates on the reserve list without a new competition.</p>
<p>Closing date</p>	<p>The deadline for applications is 23:59 on 29th June 2026.</p>
<p>Alternative formats</p>	<p>If you wish to receive a hard copy of the information please telephone 01580 765155 or mhyner@kesr.org.uk. If you cannot apply online please post applications to Matt Hyner, People Director, Kent & East Sussex Railway, Tenterden Town Station, Tenterden, Kent, TN30 6HE.</p>
<p>Indicative recruitment timeline</p>	<p>Advert closing date: 29th June 2026 Selection stage, including panel interview: w/c 6th July 2026</p>

Terms, conditions and benefits

<p>Appointment term</p>	<p>Permanent, subject to probation.</p>
<p>Place of work</p>	<p>Tenterden Town Station and surrounding sites.</p>
<p>Work arrangements</p>	<p>Full-time. Must be able to travel to other K&ESR locations as required</p>
<p>Salary range</p>	<p>Circa £24,000 per annum,</p>
<p>Pension</p>	<p>Defined contribution scheme for eligible staff.</p>
<p>Annual leave</p>	<p>28 days including public and bank holidays.</p>
<p>Hours of work</p>	<p>37.5 hours per week</p>
<p>Other benefits</p>	<p>Subject to length of service, eligibility for some rail passes subject to RDG conditions</p>