



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

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Email: office@buckinghamschool.org

Website: www.buckinghamschool.org

Headteacher: Mr Andrew McGinnes

6th FORM ADMINISTRATOR, STUDENT LIAISON & ADMISSIONS OFFICER

REQUIRED FOR JANUARY 2019 OR AS SOON AS AVAILABLE

Bucks Pay Range 3 (£21,379 - £23,108)

pro rata £15,927 - £17,215

**32.5 hrs per week ~ 8.30am-3.30pm Mon-Fri
(39 weeks/year)**

We are looking to appoint a suitably experienced and enthusiastic Administrator, Student Liaison and Admissions Officer to provide administrative support and promote the profile of our 6th Form Centre.

You will need to be someone who:

- Has a genuine interest in education
- Interacts well with young people and a good team member
- Communicates well with students, parents and members of the community
- Is well organised, able to prioritise and function well under pressure
- Able to work within given guidelines and time scale
- Ability to use current technology to a high level
- Personable and approachable

Additional hours may be required during the 6th recruitment period and after exam results in August.

In return, we will offer you:

- A personalised approach to Continuing Professional Development
- A role in a school that has a clear vision
- A supportive and inclusive staff environment

Please download a vacancy pack from the school's website www.buckinghamschool.org Your letter of application and completed application form should be addressed to Mr A McGinnes, Headteacher and sent to aallen@buckinghamschool.org.

Visits to the school are warmly encouraged, please contact Mrs Alison Allen, PA to Headteacher to arrange this: Tel 01280 818 920

Closing Date: 9am Friday 14th December 2018

Interview Date: Tuesday 18th December 2018

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

Success for All through Achievement, Challenge & Enjoyment

