



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

ADMISSIONS OFFICER & CLERICAL ASSISTANT

Bucks Pay Grade 3 (FTE £22,690 - £24,540)

37 Hours per week

42 weeks per year – Including 5 inset days + 3 weeks during school holidays

Actual salary per annum (£20,725 - £22,417)

REQUIRED ASAP

The Buckingham School seeks to appoint an outstanding individual with excellent communication and organisation skills, to manage and implement the school's admissions process and associated marketing events.

This is a vital role within the school and the successful candidate will work with the Assistant Headteacher and Marketing Officer to pro-actively deliver the admissions process. The candidate will arrange and conduct tours whilst building positive relationships with prospective pupils, their families and the wider community.

It is essential that the applicant has an interest in secondary education and ability to relay curricular / extra-curricular information when required.

Additionally, the successful candidate will manage leaver procedures in line with local authority guidelines including 'removal from roll' and coordinating student documents and paperwork as required. As well as support the Marketing of the school via Media and Website communication, ensuring brand consistency.

Experience of working in a similar role in a school environment is desirable but not essential.

In return, we will offer you:

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

Please access details relating to this vacancy from our website www.buckinghamschool.org . Please submit completed applications FAO Mr A McGinnes, Headteacher to aallen@buckinghamschool.org

Closing Date: 9am, Friday 3rd September 2021

Interview Date: w/c 6th September 2021

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 and ENJOYMENT ~