ParentMail re: Administration Roles currently advertised – 22 October 2026

Dear Parent / Carer

We are pleased to share that we currently have two exciting administrative job opportunities available!

If you are looking for a new role, or know someone who may be interested, we would love you to take a look and share these opportunities with your friends, family and wider networks.

The vacancies are:

- Admissions Officer and Clerical Assistant
- Receptionist and Clerical Assistant

Please click on the vacancy above to read the job advert. For further information, including details of how to apply, please visit the Vacancies section on our website, or click on this link which will take you directly there: Vacancies

Please feel free to share this information with anyone who may be interested. We would be delighted to hear from suitable candidates!

Thank you, as always, for your continued support.

Kind regards
The Buckingham School