



---

## STAFF RECORDS & RECRUITMENT ADMINISTRATOR REQUIRED ASAP

BUCKS PAY RANGE 5 Point 26 - 30

£29,192 - £31,684 FTE (Actual pay £22,387 - £24,298)

32.5 hours per week - 07.30 – 14.30 Monday –Friday

40 weeks per year, term time plus 5 INSET days & one week during the summer holidays

Permanent

---

We seek to appoint a reliable Administrator to join our Business Team. This is a new role, which will have responsibility for staff records (both electronic and paper), processing staff absences ensuring entries are accurate for the cover team and various other tasks to support the Team.

The Senior Business Team at The Buckingham School, currently consists of The Headteacher, Business Manager & Personal Assistant to the Headteacher. As the school continues to grow in the number of students, so does the need to expand our staffing body, therefore additional staffing is required to support our current and forthcoming staff.

The successful candidate will have secretarial / administration experience, ideally gained within a school environment or similar, have worked with confidential information / data and recognises that behind the data is a person. They will be highly organised, have excellent attention to detail and ability to take the initiative to work autonomously and without detailed direction, that said, ability to work within a team is essential. This role requires a measured, calm approach along with the ability to maintain professional on sensitive and confidential issues.

All applicants must be qualified in GCSE Maths and English Grade C or above, or equivalent and be confident and competent in using ICT – please refer to the Person Specification within the attached Job Description.

### In return we will offer you:

- A professional and supportive team
- A calm working environment
- Additional training as required
- A role in a school that offers exciting variety and professionalism
- A supportive and inclusive staff environment

Please access the full job description, application form and self-declaration form from the school's website [www.buckinghamschool.org](http://www.buckinghamschool.org). Completed applications, giving full contact details of two recent relevant professional referees (one of which is your current employer) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to [allen@buckinghamschool.org](mailto:allen@buckinghamschool.org)

**Closing Date for Applications: 9am Monday 25<sup>th</sup> September 2023**

**Interview Date: Friday 29<sup>th</sup> September 2023**

---

**Please note that CVs will not be accepted for any posts based in the school**

The Buckingham School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Disclosure & Barring Service and online screening in line with the 'Keeping Children Safe in Education' act.