



**Principal
Caroline Whitehead**

"Pupils are proud that their school is inclusive. Leaders promote a culture of understanding and acceptance. Pupils from a broad range of backgrounds and cultures are equally welcome here." Ofsted 2022



Join a highly effective and hard-working team, totally committed to an innovative, caring and aspirational learning community for all.

SCHOOL ADMINISTRATOR

Actual salary £24,000 to £26,000 per annum, 37 hours per week.

Term time only plus one week (40 weeks per annum)

Additional staff benefits include; free parking and enrolment into the Local Government Pension Scheme (LGPS) including Life Assurance.

We are looking for an organised and proactive person with excellent administration, IT and interpersonal skills, an excellent telephone manner and attention to detail.

The successful candidate will join a well established team providing support with

- Database administration
- In year admissions
- Online payment administration
- Administration of student cashless catering accounts
- Administrative co-ordination of enrichment opportunities for students
- Local and international trip administration
- General administration duties for teachers and management
- Administration of free school meal applications
- Administration of site access control IT system
- Occasional relief cover of reception

Closing date: 15 March 2024

An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

Enquires and completed application forms to: Mrs S Patrick, The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP.
Tel: 01753 882032 e-mail: pa@chalfonts.org

College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.