



Alfriston School

Sports College

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June 2026

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| Role: | School Administrator |
| Salary: | Bucks Pay Range 3 ISN 16-20 £29,114-£31,230 pro rata, actual salary £13,278 - £14,243 |
| Contract Type: | Fixed Term Contract 1 st September 2026 – 31 st July 2027 Term Time Only |
| Hours: | 22.5 Hours Per Week (Monday to Friday 9.30am to 2.30pm with a daily 30 minute unpaid break) |
| Start Date: | 1 st September 2026 |

Are you an organised, approachable, and efficient administrator looking to make a real difference in a school environment? Alfriston School is seeking a dedicated Administrator to join our team and support the smooth running of our busy school.

About the Role

This is a dynamic and varied position where you will:

- Provide high-quality administrative support across the school
- Assist with the coordination of careers and work-related learning programmes
- Support the administration of school trips and events
- Assist the HR function with recruitment and staff administration

What We're Looking For

We are looking for someone who is:

- Highly organised with excellent attention to detail
- Confident managing multiple priorities in a busy environment
- A strong communicator with good interpersonal skills
- Proactive, flexible, and able to work independently and as part of a team
- Experienced in administration (school experience is desirable but not essential)

Why join Alfriston School?

You'll be part of a supportive and collaborative team, working in a rewarding environment where your contribution has a direct impact on students and the wider school community. Join us and help make a difference every day.

To Apply

Please visit our website www.alfristonschool.com to apply today!

If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.



Join Our Team at Alfriston School – Where Passion Meets Purpose

Are you looking for a meaningful role where you can make a real difference in the lives of young people with special educational needs?

Alfriston School is an outstanding Special Academy for girls aged 11–18 with moderate learning difficulties and speech, language, and communication needs and we're looking for caring, committed professionals to join our team.

Why Work at Alfriston?

Outstanding Facilities: Work in a purpose-built environment featuring interactive classrooms, class sets of laptops and iPads, specialist performing arts and music spaces (including a dance and recording studio), and extensive indoor and outdoor sports facilities - including our architect-designed swimming pool tailored for students with sensory needs.

Staff Wellbeing is a Priority:

At Alfriston, we believe that supporting our students starts with supporting our staff. We are deeply committed to staff wellbeing and have a range of measures in place to promote a healthy work–life balance, including:

- Access to confidential wellbeing support
- Time and space for self-care built into the school's culture
- Personalised support for managing the emotional demands of working in special education
- A strong, caring team ethos where your voice is valued and respected

A Supportive and Collaborative Culture:

You'll be joining a team of passionate, specialist educators and support staff who care deeply about our students – and about each other. We foster a collaborative and inclusive environment where everyone is encouraged to grow, share, and succeed.

Staff Benefits Include:

- A warm and welcoming workplace culture
- Structured professional development and progression pathways
- Onsite parking
- Excellent transport links (Chiltern Line and M40 nearby)
- Discounts on hiring school facilities
- Close to Beaconsfield's shops, cafes, and amenities

At Alfriston, we know that happy, well-supported staff deliver the best outcomes for students. If you're looking to join a school where your wellbeing is prioritised and your work truly matters, we'd love to hear from you.

Apply today – and be part of something extraordinary.





School Administrator Job Description

Job Purpose

To provide efficient, professional, and confidential administrative support to ensure the smooth day-to-day running of the school office. The role will also support the school's HR function, including recruitment administration, and assist across all aspects of school trips, events, and careers/work-related learning activities. This is a varied and key role requiring excellent organisational skills, attention to detail, and the ability to manage multiple priorities in a busy school environment.

General Administrative Support

- Provide general administrative support including filing, data entry, and document management
- Maintain accurate pupil and staff records in line with GDPR and school policies
- Assist with preparation of reports, correspondence, and whole-school communications
- Support reception functions, welcoming visitors and handling enquiries professionally

Careers & Work-Related Learning

- Assist with all aspects of the KS4-KS5 Careers and Work-Related Learning programme under the Direction of the Head of World of Work.
- Support the whole cycle from liaising with external providers to source placements through to reporting on impact after the placement.

School Events & Trips Administration

- Assist with coordinating and maintaining events for the school
- Assist with administration of the various school systems used e.g Evolve, Arbor etc
- Respond to parental enquiries relating to trips and events

HR & Recruitment Administration

- Provide administrative support to the HR function across the employee lifecycle
- Assist with all aspects of the recruitment process including adverts, applications and interview coordination
- Support pre-employment checks including references and DBS
- Provide general HR administrative support
- Maintain confidentiality at all times

Additional Responsibilities

- Contribute positively to the school's values and inclusive ethos
- Comply with safeguarding, health & safety, GDPR, and equality policies
- Undertake training and professional development as required
- Undertake any other duties reasonably requested by the Headteacher.
- Uphold our values "Respect, Integrity, Representation, Belonging, Curiosity, and Ambition" in every aspect of staff conduct.



Person Specification

Essential Skills/Experience Required

- Experience working in a similar administrative role
- Strong organisational and time-management skills
- Excellent written and verbal communication skills
- Ability to handle confidential information with discretion
- Strong attention to detail and accuracy
- Proficiency in Microsoft Office (Word, Excel, Outlook)

Desirable Skills/Experience Required

- Experience working in an educational setting
- Experience supporting school events or work experience programmes
- Familiarity with school management systems (e.g. Arbor, SIMS etc)
- Familiarity with Safer Recruitment and/or Single Central Record guidelines
- Knowledge of Safeguarding and GDPR practices in schools

Personal Attributes

- Professional, approachable, and reliable
- Able to work independently and as part of a team
- Flexible and adaptable in a busy school environment
- Committed to supporting the school's values and ethos

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.