



Alfriston School

Sports College

Penn Road, Knotty Green, Beaconsfield,
Buckinghamshire, HP9 2TS
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April 2026

Role: Office Administrator
Salary: Bucks Pay Range 3 ISN 16-20 £29,114-£31,230 Pro Rata
Contract Type: Fixed Term Contract (ends 31/07/2026)
Hours: 37 Hours Per Week
Start Date: As Soon As Available

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

This is a key role at the heart of the school, where you will be the first point of contact for pupils, parents, staff, and visitors. You will play an essential part in maintaining high standards of administration, communication, and organisation across the school.

Key Responsibilities:

- Providing general administrative support, including correspondence, filing, and data entry
- Maintaining accurate pupil records and supporting attendance monitoring
- Supporting internal and external communications

What we're looking for:

- A highly organised individual with strong administrative experience
- Excellent communication and interpersonal skills
- Confidence using Microsoft Office and administrative systems
- A proactive and flexible approach to work
- The ability to manage sensitive information with discretion
- Experience in a school setting 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.





Office 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 Office Administrator will act as a key point of contact for staff, students, parents, and external stakeholders, maintaining high standards of communication and organisation.

Key Responsibilities

Administrative Support

- Provide general administrative support including filing, data entry, and document management
- Maintain accurate pupil and staff records in line with data protection regulations
- Assist with the preparation of reports, correspondence, and school communications
- Manage the school's main reception area, welcoming visitors and handling enquiries in a professional manner

Communication

- Act as the first point of contact for telephone and email enquiries
- Liaise with parents, carers, staff, and external agencies as required
- Support internal communication across departments to ensure effective information flow

Attendance and Pupil Records

- Monitor and record student attendance, following up on absences where necessary
- Maintain up-to-date student information systems
- Support safeguarding procedures by ensuring accurate and timely record-keeping

Financial and Resource Support

- Assist with basic financial administration such as processing invoices and orders
- Support the management of school supplies and inventory
- Liaise with suppliers and contractors when required

Compliance and Confidentiality

- Ensure all administrative processes comply with school policies and statutory regulations
- Maintain strict confidentiality when handling sensitive information
- Support the implementation of safeguarding and health & safety procedures

General Responsibilities

- Contribute positively to the school's values and inclusive ethos
- Maintain confidentiality at all times
- 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

Criteria

Essential

- Proven experience in an administrative or office-based role
- Strong organisational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to handle confidential information with discretion
- Strong attention to detail and accuracy

Desirable

- Experience working in an educational setting
- Familiarity with school management systems (e.g. SIMS, Arbor)
- Knowledge of safeguarding and data protection 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.