

Administration Manager



Are you a highly organised professional looking to play a key role in a thriving school community? We are seeking a versatile Administration Manager to join our friendly and busy team.

This position is for 37 hours a week, 44 weeks per year (term time, inset days and 5 weeks flexible hybrid working).

Primary responsibilities:

- **HR & Recruitment:** Manage the end-to-end employee lifecycle, from advertising and safer recruitment checks, to maintaining HR systems including the Single Central Record (SCR).
- **Front-Line:** Responsible for the effective and efficient running of the school office. Work alongside our Administrator to deliver a welcoming and professional reception service that reflects our diverse school community.
- **Executive Support:** Provide high-level support to the Headteacher and governors.
- **Preschool:** Run the full Preschool admissions lifecycle, from enquiry to enrolment and contractual compliance.
- **Operations:** Collaborate with the Bursar and Site Manager to ensure maintenance and site safety standards are consistently met. Key holder responsibilities.
- **Compliance & Data:** Coordinate policies and risk assessments, produce statistical returns and maintain the school website.

What you bring:

- **HR Specialist Knowledge:** Proven experience in HR administration and recruitment, ideally within an educational setting.
- **Front-Office Excellence:** A track record of effectively managing priorities in a busy, public-facing environment.
- **Professional Composure:** A calm, confident manner with excellent interpersonal skills to support staff, parents, pupils and the extended school community.
- **Technical Literacy:** High standards of literacy and numeracy, with proficiency in MS Office, online platforms and ideally school-specific IT systems.

About us:

Set in beautiful grounds, we are a diverse and multi-cultural infant school committed to the wellbeing of our community. As a holder of the **Wellbeing Award for Schools**, we provide a "lovely setting to learn and play" where staff feel genuinely supported and valued.

How to apply:

To arrange a visit, or request more information, an application form, job description and person specification please telephone the school office or 01494 727415 or email:

sowen@chestnutlane.bucks.sch.uk

Closing date for applications: 26 April 2026, but we encourage applications as soon as practical as we reserve the right to close the vacancy once we have received sufficient applications.

Start date: Ideally 15 June to enable a handover during the summer term.

Other information:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Please see our Child Protection Policy on our website. This post involves the type of work that requires applicants to undertake an enhanced Disclosure and Barring Service check prior to appointment.

We may carry out online searches on shortlisted candidates in line with Keeping Children Safe in Education (KCSIE) guidance, to identify any incidents or issues related to the suitability to work with children that may need to be clarified at interview.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete a self-disclosure form prior to interview.