



Aldenham
founded 1597

Administrator – Part Time

**20 hours per week
Monday to Friday: 8am – 12noon
34 weeks per year (Term Time)**

The School is looking to recruit an organised, efficient and computer literate person to support the Senior School administration team.

The role will be responsible for arranging class cover, liaising with agencies and managing the production of the Senior School calendar each term.

The successful candidate must be able to work on their own initiative and prioritise their own workload. A flexible approach is essential as well as a confident telephone manner.

If you are interested in applying please return the Application Form to vacancies@aldenham.com

Closing date: 22nd March 2017

The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.

CV'S ALONE WILL NOT BE ACCEPTED