



School Administrator – Prep School

28 hours per week, 4 days per week.
(Must include a Monday and Friday), 8.30am – 4pm.
35 weeks per year (34 Term Time + 1 week).
Salary Band 2 Spine C.

We are looking for an efficient and effective School Administrator to support the Headmistress, pupils, parents and staff.

Successful candidates should have good IT skills along with proven administrative and organisational skills.

Aldenham Preparatory School is an IAPS day school (3-11) and the Prep School to Aldenham School which is a HMC co-educational boarding and day school (aged 11-18years) situated in a magnificent rural setting only 13 miles from Central London.

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

Closing date: Wednesday 3rd April 2019

Interview date: Thursday 25th April 2019

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

CV ALONE WILL NOT BE ACCEPTED