



WADDES DON

CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY OFSTED AS "OUTSTANDING" AND BY SIAMS AS "TRANSFORMATIONAL"

"Naturally, pupils and Sixth Formers love coming here and are inspired to achieve." (OfSTED 2021)

"The school's vision and values are deeply embedded and thoughtfully applied to school life. This has a transformational impact on its students, helping them to live life to the full." (SIAMS, 2025)

School Office Administrator

Bucks Pay Range 3:16 - 20 £28,129 - £30,174* per Annum FTE

37 hours per week, 40 weeks per year (paid 45.8) 0.8784 FTE Actual Salary £24,707 - £26,503*

Eligibility for Bucks Local Government Pension Scheme with 22.1% employer contribution

*plus April 2026 pay award

(This is a term plus role, inclusive of Inset days and 5 days during August for GCSE results (2 days) & A Level results (3 days))

We are delighted to offer this exciting opportunity for an enthusiastic, passionate and experienced Office Administrator to join our team of professionals at Waddesdon Church of England School. This Vital role will ensure we sustain outstanding successes for our students by providing the best standards of administrative practice.

The successful candidate will have excellent interpersonal skills, strong attention to detail and be able to deliver timely and accurate reports for the leadership team. You will play a crucial part in delivering a professional, proactive and approachable administrative service. You must be well-organised and work efficiently under pressure. Your responsibility will be to maintain the smooth running of Student Administration including: student absence management, data entry, tracking student attendance, maintaining accurate student records, producing reports for Heads of Year relating to absence, behaviour and lateness, 3 termly reports, supporting the Office Manager and answering phone calls, managing emails and post as required.

Our commitment to delivering outstanding customer service and promoting high performance means that you must be adaptable and able to prioritise your workload according to deadlines in a busy fast-paced environment. You will work closely with the Heads of Year and Office Manager requiring excellent communication and administrative skills. Full training on systems and operating within a school setting will be provided.

We look forward to welcoming your application in joining the Waddesdon family.

For further information on the school, please visit www.waddesdonschool.com

Closing date for applications: 13th March 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.

Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>

