



BISHOPSTROW COLLEGE

A pathway to excellence

Senior Administrator

Hours: Full time. Monday - Friday.

Start date: ASAP

Remuneration: between £20K to £24K subject to experience.

We are an exclusive year-round education provider for international students aged 7-17 who are preparing for entry to the best UK boarding schools. An opportunity has arisen to join our team of skilled professionals at the College as a Senior Administrator. This position will be a central point in the College office for managing student data.

The ideal candidate will:

- Have had similar experience, ideally in a school environment
- Have excellent numeracy and communication skills, both written and verbal
- Be organised, resourceful and enthusiastic
- Have initiative
- Be able to prioritise workloads
- Have experience of working as part of a team
- Be able to understand the statutory requirements for schools
- Have good knowledge of MS Word and Excel and ideally a school database system.

Please contact the College directly to apply.

All placements are subject to an Enhanced DBS clearance.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For an application pack please email recruitment@bishopstrow.com

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