



## DENBIGH SCHOOL

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### Denbigh School

Burchard Crescent, Shenley Church End, Milton Keynes MK5 6EX

*hr@tastrust.org.uk*

Administrator
£24,027 to £27,711 (FTE)
Part Time or Full Time/Permanent
<b>Start date:</b> 01/09/2025

### **About our School:**

Denbigh School is an excellent school with an enviable reputation. It is a highly successful, over-subscribed comprehensive school with 1750 students aged 11 – 18 and over 200 staff. At Denbigh School, we firmly believe that every student has the right to learn in every lesson, and every teacher has the right to teach without disruption. Our strong expectations around behaviour and engagement foster a calm, purposeful and dynamic environment where both staff and students can thrive. Our school embodies the core values of Kindness & Respect, Engagement, and Doing No Harm. These values are central to everything we do, guiding our approach as a school and as a cohesive team of staff.

For more information about our school, please explore our website: <https://www.denbigh.net/>

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### **About the Role:**

Denbigh School is looking for a proactive, friendly and highly organised Administrator to join our admin team. This is a varied and rewarding role at the heart of our school, supporting our school community with a wide range of administrative tasks that help keep everything running smoothly.

As an Administrator at Denbigh School, you will:

- Provide efficient and reliable admin support
- Be a friendly and helpful first point of contact for students and staff at the admin office
- Use key systems like SIMS and ParentMail to manage student records, send communications and run reports
- Assist in planning and coordinating school events and activities throughout the year
- Contribute to school communications, including producing the weekly school diary and quiz
- Get involved in everything from minute-taking to organising reprographics, updating the school

calendar, and more

- Be adaptable and ready to step in and support across the office team, reception, or first aid room when needed (training provided)

This is a great opportunity for someone who enjoys variety, thrives in a team and takes pride in keeping things running efficiently behind the scenes.

**Closing date for applications:** 25/06/2025

**Alternatively, you can apply here:** <https://mynewterm.com/jobs/136468/EDV-2025-DS-48396>