



Heronhill School and Nursery

Birdlip Lane, Kents Hill, Milton Keynes, Buckinghamshire, MK7 6HD

centralhrteam@iftl.co.uk

School Co-ordinator
32,061 FTE
Permanent position
Start date: 01/01/2026

About our School:

Heronhill and Heronshaw School is proud to be part of the Inspiring Futures through Learning (IFtL) family of schools who inspire all of our futures through learning together. At IFtL we are never alone, we know we are stronger together - one united family striving for excellence for all, in everything we do.

About the Role:

We are looking for a School Coordinator to play a key role in the smooth running of our school. This is a busy and varied position at the heart of school operations, supporting the Headteacher and leadership team with essential tasks such as admissions, finance, HR, safeguarding, and communication. You will manage office systems, lead the admin team, and ensure everything is organised and compliant. The role is perfect for someone who is highly organised, proactive, and enjoys working in a fast-paced environment where no two days are the same. If you want to make a real difference by helping our school run efficiently and creating a welcoming environment for staff, pupils, and families, we'd love to hear from you.

Aim and main purpose of the role:

- Ensure smooth daily running of the school office and administration.
- Support the Headteacher and leadership team with key operational tasks.
- Maintain compliance, accurate records, and effective communication.
- Promote inclusion, sustainability, and efficient use of technology.

Closing date for applications: 10/12/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/141271/EDV-2025-HSAN-94894>