

Renowned language school for children is looking for a **French speaking Administration Manager** to oversee the efficient day-to-day running of their language school, and to support the headteacher and the team. The role is 360 degrees and encompasses administration including basic accounting duties, liaising with teachers, clients, suppliers, and HR tasks.

This is a 30-hour per week role and offers work hybrid (fixed days)

ROLE of the Administration Manager:

General admin:

- Dealing with queries efficiently from parents
- Delivering a high-quality administration service to support the effective running of the school.
- Dealing with registration & invoicing
- Ensuring all Health, Safety and safeguarding rules and documents are up to date

Liaising with stakeholders:

- Parents, schools, venues' administrators, teachers, suppliers

Human resources:

- Maintaining accurate HR records, including all appropriate safeguarding & police checks.
- Teachers' timetables tracking
- Teachers' expenses checks
- Teachers' training checks
- Teachers' personal data

PROFILE:

- Fluent in French and English with strong communication skills
- Previous experience in a similar role as an office manager, administration assistant, administration manager ideally in a school environment, or a SME
- Excellent and strong organisational and time management skills to manage multiple responsibilities and prioritise urgent tasks.
- Be responsive: Respond quickly to customer inquiries across all platforms, including phone, email.
- Provide excellent customer service, including politeness, respect and patience
- Anticipate customer needs and offer solutions.
- Be responsible and trustworthy
- Ability to be on call when necessary

SALARY AND BENEFITS:

- £28 080/ year - 30 hours a week.
- 28 days holidays
- Pension Scheme, travel expenses reimbursed
- Full payment for DBS (police) check, all required training fully funded