

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.

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, including answering queries.
- Provide excellent customer service, including politeness, respect and patience
- Anticipate customer needs and offer solutions.
- Being responsible and trustworthy
- Ability to keep information confidential
- Ability to be on call when necessary

SALARY AND BENEFITS:

- £31 350/y
- 28 days holidays + a certain amount of days where you won't be to actively required to work but will be on "call"
- Pension Scheme, travel expenses reimbursed
- Full payment for DBS (police) check, all required training fully funded