

## **Administrator**

Grade 6 Point 8 £24702 - Point 13 £26873 fte Hourly rate £12.80- £13.93

Actual salary will be pro rata (approx. £13623 - £14820 dependent on experience etc.)

24.5 hours per week (Four mornings 8am-12.15pm and one full day 8am-4pm)

Flexibility with hours and times may be possible for the successful applicant

Term time only - occasional holiday work may be possible by agreement

Stockham Primary School is seeking to recruit an Administrator, starting as soon as possible, temporary until Summer with the possibility of becoming permanent.

This is a developing post and the need to be flexible in working methods and the ability to multitask is essential. We are looking for someone who can undertake, and cheerfully complete, a wide range of tasks, with strong organizational and interpersonal skills with an eye for detail.

The successful applicant will be an essential point of contact for the school in reception and will work both independently and as part of the team. Together with managing accurate child records and school data systems, this role will involve contributing to finance procedures, and a wide range of administrative tasks, including our newsletter, lunches and attendance.

We are a warm, child-centered environment and are looking for an enthusiastic, experienced and committed professional individual to work with us, valuing quality relationships between staff, children and families. This is an exciting opportunity to take part in further developing a thriving school, and you are encouraged to visit us before your application.

All applications must be submitted on an OCC application form, and we are unable to accept CV applications. Email completed application to [mdoyle@stockham.oxon.sch.uk](mailto:mdoyle@stockham.oxon.sch.uk). If you have any questions please contact Miriam Doyle or telephone 01235 764407.

Closing date Wednesday 3rd April 2024 at noon, interview dates to be confirmed.

Stockham Primary School is committed to safeguarding and promoting the welfare of children and young people and

expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake an enhanced Disclosure and Barring Service check. We will undertake safer recruitment checks prior to offering appointment. The possession of a criminal record will not necessarily prevent an

applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed. The successful post holder will need to adhere to confidentiality guidelines and safeguarding procedures.