



School Administrative Officer Advert

Pay: Grade 6 (from £12.80 per hour/£24,702 per year full time equivalent)

Hours: As and when needed during the school day. This is a zero hours contract.

Leaders ensure that staff are well looked after and have a manageable workload. Staff feel there is a real collaborative nature about the school, and one member of staff echoed the sentiments of others by saying 'I love working here!' This positive culture has been created by the headteacher & senior leaders to ensure that staff feel valued.

Ofsted – January 2023

We are looking to recruit an enthusiastic and friendly person to provide some additional support in our busy school office as a School Administrator Officer.

The successful candidate will have good English and mathematical skills, along with good IT skills. The main areas of responsibility will include reception duties, answering general telephone and face to face enquiries. It will also include some financial administration, update, and maintain Management Information Systems and working in conjunction with the Eynsham Partnership Academy Central Team. It would be desirable for the candidate to have previous experience of working in this capacity.

We are looking for someone who:

- Has excellent personal and organisational skills
- Communicates positively, empathetically & professionally with parents, pupils, staff & visitors
- Has a positive and cheerful attitude with a good sense of humour
- Is able to take the initiative and remain calm in a busy school office
- Demonstrate a high degree of confidentiality in their work
- Can work flexibly and effectively on their own and as part of a team
- Can use Microsoft Word, Excel, and other Management Information Systems
- Has a commitment to safeguarding children

Standlake Church of England Primary School is a small, friendly village school with an ethos founded on Christian values. We have eager pupils, supportive parents and committed hard working staff with high expectations for our children's futures.

Standlake Church of England Primary School and Eynsham Partnership Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

You are welcome to visit our friendly school. Please contact the school office at the address above. Application packs available from our website: www.standlake.co.uk.

The closing date: **Monday 4th March 2024**

Interviews will take place: **Friday 8th March 2024**

The job description and application are available on the school website: www.standlakeschool.co.uk

Standlake School and the Eynsham Partnership Academy are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Any position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.

Please also note that if you are shortlisted for the role, we will conduct an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which may indicate that you are unsuitable to work with children, and that we may want to explore with you at interview.