Standlake CE (VC) Primary School
Standlake, Oxfordshire, OX29 7SQ
www.standlake.co.uk
01865 300454

Stanton Harcourt CE Primary School
Stanton Harcourt, Oxfordshire, OX29 5RJ
www.stantonharcourtschool.org.uk
01865 881948

Executive Headteacher:Andrew Denham

Admin Assistant – Grade 4

Salary: £9.81 - £10.01 per hour
Term time only: 28 hours a week
Contract Type: Permanent
Start date: 3 November 2020 (or as soon after as possible)

We are looking to recruit an enthusiastic, friendly and hardworking person who would like to join our fantastic team. They need to have excellent communication, numeracy and literacy skills; The ability to work flexibly and effectively on your own and as part of a team; A professional approach with a positive attitude. Some experience of working in an office environment is desirable. The successful candidate will be working part-time across two schools; Standlake CE Primary School and Stanton Harcourt CE Primary School.

Standlake and Stanton Harcourt Church of England Primary Schools are small, friendly village schools 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 and Stanton Harcourt Church of England Primary Schools 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 schools. To arrange a visit, please contact Mrs Barker at cbarker@standlake.oxon.sch.uk

Please visit https://www.standlakeschool.co.uk/community/staff-vacancies for a job description and application form. Please email completed application forms to Mrs Barker at cbarker@standlake.oxon.sch.uk

Deadline for applications: 12noon on Monday 5 October 2020

Interview date: Thursday 8 October 2020