



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



Headteacher: Andrew Denham

office.3127@standlake.oxon.sch.uk

Primary School Administrative Officer – Grade 6

Salary: Grade 6 £20,493-£22,627 (actual salary £17,576-£19,407)

Hours: Term time plus one week, 37 hours a week

Contract: Permanent

Start date – 1st February or sooner

We are looking to recruit a highly organised, enthusiastic and friendly person to work in our busy school office as a School Administrator Officer whose working hours will be 37 hours Monday-Friday.

The successful candidate will have good English and mathematical skills, along with good IT skills. The main areas of responsibility will reception duties, answering general telephone and face to face enquiries, supporting the Head teacher with the day-to-day running of the school and working in conjunction with the Eynsham Partnership Academy Central Team. It will also include some financial administration, update and maintain Management Information Systems. 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
- can communicate positively, empathetically and professionally with parents, pupils, staff and visitors
- shows good initiative
- the ability to work flexibly and effectively on their own and as part of a team
- is able to remain calm in a busy school office.
- can use Microsoft Word, Excel and other Management Information Systems, including Integris
- has a positive and cheerful attitude with a good sense of humour
- a willingness to learn new skills
- a commitment to safeguarding children

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

Standlake Primary School and the EPA Trust are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check as well as attending safeguarding training as part of this role.

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. Please return completed application forms to Andrea Williams at hrofficer@epa-mat.org

Deadline for applications: 12 noon Friday 7th January 2022

Interview date: Tuesday 11th January 2022