



We are a friendly, caring and inclusive community:

Proud of our creativity

Passionate about learning

Keen to inspire

Valuing ourselves and each other

Determined to be the best that we can be

Administrative Assistant with responsibility for reprographics (Maternity Cover)

Salary Grade: Grade 4 point 4-5

Salary: £19,264-£19,650 FTE

Actual Salary: £8,763-£8,938

Contract Type: Part-time, maternity cover for up to 1 year in the first instance

Hours of Work: 20 hours per week, term time only plus 2 INSET days

Closing Date: 25th May 2022 at 12 noon

Interview Date: Interviews on application. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

Start: mid-June 2022

We are seeking to appoint an administrative assistant (with responsibility for reprographics) to join our friendly team of support staff (Maternity Cover) from mid-June 2022 (start date flexible), subject to the necessary employment checks and any notice period required. The role is for 20 hours per week, term time plus 2 of our 5 INSET days, working four hours a day Monday – Friday with no break (actual hours are flexible and can be negotiated). The successful candidate will provide a central reprographics service for the whole school, which will include printing resources for lessons and mock exam papers. The role will also include binding and laminating materials.

You will have strong organisational skills, be confidential and able to communicate with staff and students alike. Attention to detail and the ability to prioritise your work as necessary and work to deadlines is essential. You will also need excellent IT skills and be a competent user of Microsoft Word, Outlook and PowerPoint. Previous experience of working in a reprographics role and/or working in a school environment would be an advantage, but not essential, as full training for the role would be provided.

For further information about the position or to arrange a visit to meet members of the team, please contact Jane Howse, Head of HR via email jane.howse@johnmason.oxon.sch.uk

An application pack is available from our website <https://www.johnmason.oxon.sch.uk/joining-us/vacancies/> or email recruitment@abingdonlearningtrust.org.

CVs alone are not acceptable.

Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits. The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust.

All staff are expected to promote fundamental British values.

