



“Reducing Barriers to Expand Horizons”

Job Advertisement – Administrative Officer

Job details

Location: Woodeaton Manor School, Woodeaton, Oxfordshire, OX3 9TS

Salary: Grade 8, Points 18 – 23 £15.84 - £17.29 per hours, FTE £30,559 - £33,366, Actual Salary £26,139.70 - £28,540.76

Hours: 37 hours per week

Contract type: Permanent/Full-Time, 37 hours per week, term time only plus 5 INSET days and 10 other days to be worked as agreed

Reporting to: School Business Manager

Start date: ASAP/1st January 2025

Closing date: Applications will be considered upon receipt and interviews arranged accordingly.

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

Main purpose

The experienced Administrative Officer is responsible for supporting the administrative, financial and organisational processes within the school.

How to Apply

Further details of the post and the application form are available at <https://www.woodeaton.oxon.sch.uk> or you can email recruitment@woodeaton.oxon.sch.uk. Visits to our school are warmly welcomed.

Woodeaton Manor School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Woodeaton Manor School is committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share this commitment. Our recruitment and selection practices reflect this commitment, and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other

relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.

*We reserve the right to close this advertisement earlier if we receive sufficient applications ahead of the closing date.