



Administrator

Location

Rose Hill Primary School OX4 4SF (part of River Learning Trust)

Hours and details

G4 25 hours per week Monday to Friday mornings (possibly 8.30 am- 1.30) term time
£18933-£19312 FTE (pro rata dependent on successful applicant £10654 - £10868 pa paid over 12 equal months)

Main purpose of role

Are you someone, preferably with school based experience, with good admin / finance skills? Do you have a warm, welcoming and inclusive approach? Then this could be the role for you.

We are looking for an experienced receptionist / administrator to join us.

The successful applicant will be working as part of the admin team and also independently. The role can mean multi-tasking to a high level and an essential criterion is a sense of humour and a flexible approach when needed.

This is an interesting, rewarding and varied role with scope to be involved in many aspects of school life.

What skills / experience are required

The posts will cover all aspects of school administration and a solid working knowledge of Microsoft packages is essential. Experience of using G-Suite, ParentMail, Integris, Target Tracker or Selima is desirable. Accuracy and attention to detail in a fast paced and busy environment is essential.

The successful applicant will have a warm and welcoming manner, as the post will require front of house and parent/child interaction.

Our school attracts a diverse range of visitors and families therefore essential qualities for the successful applicants are warm and inclusive communication skills while maintaining an effective professional approach.

We are always evolving systems to improve efficiency and so an 'out of the box' thinking approach would be invaluable.

Some cash handling will be required, together with reconciling electronic and physical cash. Administration of children's basic first aid may also be necessary.

What we can offer

Rose Hill Primary School is a busy and vibrant setting where life is never dull, but always rewarding. We have a full staff team and approximately 300 children on roll.

- The school prides itself on continuously improving and updating practice, and you will have the opportunity to contribute.
- Ofsted told us that there is 'a culture of care for each individual'.
- Working closely with families is part of our ethos.

This is what the children said they would like to offer to you:

- school values
- good relationships between staff and children
- fairness
- respect
- the best school ever

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

How to apply / closing date

We invite you to take an opportunity to come and work at this vibrant school and contribute to making it even better!

All applications must be through TES - Please see our website (vacancies) for a link to TES.

Please note that CV applications cannot be accepted.

Link to Rose Hill Primary School Website

<https://rose-hill.oxon.sch.uk/our-school/vacancies/>

Closing date noon Tuesday 2nd November 2021

& Interview dates to be confirmed – applications maybe shortlisted as they arrive – so early application advised!

Visits are warmly welcomed. If you have any questions – please contact Miriam Doyle (Business Manager) on schoolmanager@rosehillprimary.org

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.