

School Administrator

Grade 6 £21,395.73 - £23,276.15

37 hrs/week - 39 weeks/yr (includes teacher training days)

Flexible hours will be considered

At Meadowbrook College we provide full and part-time education and support to students aged 5-16 years who are finding it difficult to access their mainstream schools. We offer our students 'another chance' and provide a high quality, safe learning environment in which to develop positive behaviours and skills which can be used to improve their life chances..

A term time vacancy has arisen within Meadowbrook College for a school Administrator to work on our Oxford site in Marston, Oxford. Your role will mainly be to provide an efficient, comprehensive and confidential support service to the teams on site, primarily administering the daily transport requirements for the young people. You will be expected to work sensitively and positively with staff, parents/carers, students, schools and other agencies and to work creatively with the staff on the Oxford base.

You will have:

- a wide range of clerical/administrative skills and ideally experience of working in schools.
- experience of using a range of applications: we are a 'Google School' but administrators also use Microsoft and MIS systems: SchoolPod and CPOMS
- the desire to work in, and not be flustered by, a fast moving, ever changing and sometimes challenging environment

You will find the role very rewarding and be part of a team united in making a difference to young people's lives. If you would like to be part of our team then we would love to hear from you. You can find more details about our school on the website using the address below.

Further information is available on our website: www.meadowbrook.oxon.sch.uk or please telephone 01865 253198 or email officeox@meadowbrookcollege.org to speak to someone about the post.

Completed application forms should be sent to chughes@meadowbrookcollege.org

The final date for submission of applications is Tuesday 16th April 2024 interviews will be held week commencing Tuesday 23rd April 2024.

Please apply as soon as possible. All applications will be processed on receipt. Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing. Please note, however, that we reserve the right to shortlist and invite suitable candidates in for interviews prior to this date, as we are looking to make a new appointment as quickly as possible.

Please note that our recruitment and safeguarding procedures do not allow applicants to submit CVs. All applications must be on our Application Forms which can be found on our website.

Meadowbrook College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers

are also expected to promote fundamental British values. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed. We will undertake an online and social media search of all shortlisted candidates