

ABINGDON LEARNING TRUST



John Mason School
Excellence Through Creativity

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

Central Team Administrator / Student Services

Salary Grade: Grade 6, point 8-13

Salary: £20,852-£23,023

Actual Salary: £17,192-£18,982

Contract Type: Permanent

Closing Date: 12 September 2022 at 12 noon

Hours: 36.25hrs, Monday – Friday 8.15 a.m. – 4.00pm with a 30 minute unpaid lunch break.

Term Time Only plus 2 Inset days

Interview Date: To be confirmed

Start: October 2022

John Mason School is a friendly, dynamic school with a supportive and warm ethos. We are looking for an enthusiastic, self-motivated Team Administrator to join our administration team to provide a reception service for students and admin support for Student Welfare.

The Team Administrator will carry out clerical and administrative duties as part of a team of professionals within the School. The role is to ensure the smooth running of the school by carrying out the day-to-day running within the central office. An ability to be able to work beyond term time is an advantage but not essential.

Key tasks include:

- Receive senior cover calls, communicate with senior staff on duty and ensure that actions are followed up and recorded, in line with school policy
- Deal with student queries, answer telephone calls and deal with parental queries.
- Log behaviour incidents and detentions
- Administer first aid to students (and staff if required) including liaising with families.
- Ensure accurate records are maintained.

An application pack is available from the John Mason School website

<https://www.johnmason.oxon.sch.uk/joining-us/vacancies/>

or from

recruitment@abingdonlearningtrust.org

CVs alone are not acceptable.

If you require further information or wish to book a visit from 5 September 2022, please email Lucie Cotmore-Brown at lcot0193@johnmason.oxon.sch.uk. She will be responding to emails periodically during the holiday period.

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

<http://www.johnmason.oxon.sch.uk/support-staff-vacancies>



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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.

All staff are expected to promote fundamental British values.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

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