**Office Administrator**

**Salary:**Grade 5, points 5 – 7, £21,223 – £21,903 pro-rata (£24,790 - £25,584

FTE)

**Contract:**            Term time only plus five additional days, to be agreed

**Term:                     Permanent**

**Hours:** 37 hours per week

**Starting date**:     1st September 2025

**Reporting to:**External Relations Manager

We have an exciting opportunity for a proactive and enthusiastic individual with administrative experience to join our friendly and busy school office team. This varied role includes general administrative support, Reception cover, and assisting with school communications such as the fortnightly newsletter.

We're looking for someone who can stay one step ahead—anticipating needs, managing tasks efficiently, and maintaining a high standard of professionalism. You'll be a team player who takes pride in their work and enjoys contributing to a positive, well-run environment.

To succeed in this role, you should have:

* Experience in a busy administrative setting
* Excellent customer service and communication skills
* Strong organisational skills and the ability to prioritise under pressure
* Confidence using a range of PC applications
* Initiative, flexibility, and a ‘can-do’ attitude

An interest in social media and marketing would be a bonus, but it's not essential. Training and support will be provided to help the successful candidate grow into the role.

If you're ready to make a real difference in a dynamic school setting, we would love to hear from you.

**Work With Us:**

Burford School is a thriving, oversubscribed school set in an Area of Outstanding Natural Beauty in the heart of the Cotswolds. We’re proud to offer an exceptional learning environment, not just for students but for staff too. We prioritise professional development, wellbeing, and a strong sense of community.

We’re looking for colleagues who are excited by the opportunity to contribute, grow, and be part of our continued success.

**What We Offer:**

* A strong culture of support, with continuous professional development and clear pathways for growth
* A welcoming and collaborative team environment where your contributions are valued
* Access to health and wellbeing support, including:
  + An Employee Assistance Programme
  + Free annual flu vaccinations
  + A subsidised Healthcare Plan
* Membership of the Local Government Pension Scheme
* A stunning location—our school is just a short walk from the centre of the picturesque Cotswold town of Burford

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.⃰

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Sarah Evans, HR Manager, to arrange this.

The successful candidates will need to meet the person specification in order to be offered the post and will be subject to an enhanced DBS check.

For more information or an informal discussion regarding the post, please contact Mrs Evans, HR Manager.

**TO APPLY:**

* Please download details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/office-administrator-oxfordshire-2225933>

or

* Contact Sarah Evans, HR Manager, at the following email address: [s.evans@burford.oxon.sch.uk](mailto:s.evans@burford.oxon.sch.uk) or telephone the number above.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn’t part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

**Closing date: Monday 23rd June 2025 (12:00pm)**

⃰ Please see relevant Admissions Policy on the school website.