



**BURFORD
SCHOOL**
FOUNDED 1571



JOB INFORMATION

Office Administrator

APPLICATION DEADLINE: 12.00 pm Monday 23 June 2025



THE SCHOOL

Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School

Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.





THE ROLE

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

Contract: Permanent, term time plus five additional days, to be agreed

Hours: 37 per week

Starting date: March 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.



Job description

The postholder will be highly organised and efficient with excellent interpersonal skills. The ability to work under pressure, prioritise competing demands and having a good sense of humour is essential.

Key Responsibilities

General Administration

- To provide professional and efficient administrative support as a member of the Admin Team.
- Undertake routine administration such as taking minutes, filing, scanning, photocopying, registration, absence recording and parent contact
- Process day to day correspondence in an efficient manner, drafting responses where appropriate and ensuring that priorities are dealt with swiftly.
- Provide cover for Reception as directed.

Undertake reception duties and sign in and brief all parents, visitors and contractors to the School site.

- Ensure all visitors are aware of safeguarding procedures, security and safety issues, including evacuation procedures.
- Provide hospitality / refreshments as necessary
- Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher (TOIL will be offered for such events)
- Ensure that the reception and adjacent areas are neat and tidy, free from clutter or hazards and present Burford School in a positive, professional light as the first point of contact at all times.
- To act as a First Aider as required, including providing lunch time cover in the medical room. Training will be provided.

Events and Marketing Administration

- To provide administrative support for Business Breakfast events
- Assisting with social media content
- Assisting with producing the fortnightly newsletter

Organise venues, hospitality, room bookings and conference facilities.

General Responsibilities

- Contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
1. Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
2. High level of ICT skills including knowledge of Microsoft Excel, Word, Publisher and Power Point and a willingness and aptitude to develop these.	✓	
3. A high level of English with excellent writing skills, and the ability to write effectively for a range of audiences and a variety of media.	✓	
4. Good organisational skills.	✓	
5. Smart, professional appearance	✓	
6. Grade 4 / C or above in GCSE English Language	✓	
7. Excellent telephone manner.	✓	
8. Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school.	✓	
9. Demonstrate an attention to detail and an ability to stick at routine tasks.	✓	
10. Self-starter, work on own initiative, strong organisational skills and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
11. Flexible approach to working hours when events take place.	✓	
12. An interest in Marketing and familiarity with social media.		✓





Working at Burford

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.

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 Mrs Evans, HR Manager, to arrange this.

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*.

* Please see relevant Admissions Policy on the school website.



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

If you are applying from outside the UK please contact us prior to applying.

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

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

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.

Application deadline: **Monday 23 June 2025 (12.00 pm)**

Interviews will be held week commencing **30 June 2025**



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www.burford.oxon.sch.uk

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