



The  
Pope Francis Catholic  
Multi Academy Company



**St. Thomas More Catholic Primary School**  
Oxford Road Kidlington Oxford OX5 1EA  
01865 373674

**Office Administrator**  
**Start Date - September 2022**

Part time – working Monday to Friday  
32.5 hours per week

Term Time Only – 38 weeks, paid 43.31

Pay Rate Grade 6 £20,852 pa to £23,023 pa  
(Pro Rata – Paid Term Time Only)

**Responsible to the Senior Office Administrator**

We are a small, friendly school. We are proud of our school and all who work and learn here. Your contribution and commitment will be part of our future.

You will be a vital part of the school team and the first point of contact for Parents, Carers and the Community. It is an interesting, busy and varied role. As part of the office team, you will assist in the efficient running of the School Office and the School in general. The post requires relevant experience in a busy office together with excellent ICT, interpersonal, communication and teamwork skills. A flexible approach is essential to support the Office, Headteacher and Classroom Staff and to meet the needs of the Children, their Parents and Carers. A good working knowledge of Office 365 is essential.

**Closing Date 14th October**

**we reserve the right to close the advert early if we receive a high volume**

**Visits to the school are welcome and encouraged before applying; please contact the school Office to arrange an appointment**

**Applications should be made by fully completing the CES Application Forms (including the Rehabilitation of Offenders Act 1974 Disclosure and Recruitment Monitoring Forms) and sent directly to the school either by email to [office@stthomas-more.org.uk](mailto:office@stthomas-more.org.uk) or by post.**

For an Application Form and further information, please visit our website at:

[www.st-thomas-more.oxon.sch.uk](http://www.st-thomas-more.oxon.sch.uk)

Headteacher Mrs Julieann Exley

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

***St Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances in line with our recruitment and selection practices***

***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.***