



Job Advert

Required 1st September 2023

Buckland Church of England Primary School School Administrator

Permanent - 37 hours per week, Term Time + 1 week

NJC Grade 7 £24,948 - £26,845 per annum FTE

Actual annual salary in the region of £21,704 - £23,355

We are looking for an exceptional School Administrator to join our committed team. Having been rated outstanding by Ofsted in July 2022, Buckland is a thriving village school which offers an incredible range of stimulating, quality experiences. Our pupils are individual, well-motivated, talented and spirited. They make very good progress, attain highly, and deserve the best.

This is a key position in our school which also holds line management responsibility for some staff. Applicants should be able to work well in a team, have the ability to multitask, use high level initiative, be flexible and have a positive outlook. A good standard of numeracy and literacy (GCSE grade A-C), Microsoft Office and IT skills are required alongside extensive administrative experience and exceptional organisational skills. Experience within schools and management would be advantageous but not necessary. We can offer a supportive environment to a new member of staff in which professional development is valued.

Buckland Church of England Primary School is part of the Faringdon Learning Trust, a nine school multi-academy trust, which was established on 1st April 2012.

If you would like a tour of the school, please contact us on 01367 870 236. For more information, including a copy of the job description, please visit our website <https://www.bucklandprimaryschool.org.uk/>

Online application forms can be completed at <https://faringdonlearningtrust.org/work-for-us/>

Closing date: 9am on Monday, 5th June 2023

Interview date: Tuesday, 13th June 2023

'Small school, big hearts. Wise, responsible and kind, like the Good Samaritan'.

Buckland Primary School and Faringdon Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.