

School Administrator

Grade 6 salary range between £13,965 to £14,937 per annum.

Monday to Friday 8.15am to 1.15pm, Term time only

We are looking to appoint an experienced and professional School Administrator to join our team at Finstock Church of England Primary School, to provide administration support across the School under the guidance of the Headteacher and the Business Services Manager. The position is permanent, starting in September 2024. Candidates should be able to work Monday to Friday between 8.15am to 1.15pm, term-time only.

Finstock Church of England Primary School is a small school with a huge heart. We have a culture of compassion and high expectations. We are extremely proud of our commitment to providing the highest quality learning opportunities for our pupils. We are a hard-working and dedicated team with a strong moral purpose.

As part of The MILL Academy Trust, we are able to offer you a strong commitment to your continuous development throughout coaching, mentoring and other support systems. You will join a team of enthusiastic and committed staff, parents and local committee volunteers on our journey to becoming outstanding schools.

At the MILL Academy Trust we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions;

- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

Our schools are committed to promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks.

Further details about the school, the job and an application form are available on the school websites www.finstock.oxon.sch.uk/1322/staff-vacancies or contact our HR Department on 01993 848166 or email jobs@millacademy.co.uk.

Applications must be submitted on The MILL Academy Support Staff application form.

Closing date: Monday 6th January 2025 at 9am