



Senior Admin Officer

Salary Type:	Support Staff – Grade 9, £33,366 to £36,124 pro rata, depending on experience (actual salary - £17,043 to £18,452).
Contract Hours:	20 hours per week (over 3 days). Term time only
Closing Date:	Applications will be assessed on arrival and successful candidates will be invited for interview.
Interview Date:	To be confirmed
Position Start Date:	As soon as possible

An opportunity has arisen for a Senior Admin Officer to join our friendly and welcoming school. This is a rewarding and varied role encompassing responsibilities for premises, site, IT, HR and health and safety and overall line management of the lunchtime & site team.

This role requires someone who is able to demonstrate a strong admin background, good IT skills (in particular Microsoft applications) and is well organised. Experience of working in a school or educational setting is not essential as full training will be provided. In return we offer innovative, forward thinking and friendly staff, great team working and a commitment to staff training.

Caldecott School is a large, thriving primary school based in South Abingdon. We have strong partnerships with the local secondary and other primary schools. We would welcome any visits to see our school in action; please contact the school office to arrange. Please also take a look at our website <https://www.caldecott.oxon.sch.uk>. Our last Ofsted praised the school's support for staff and pupils.

'Starting right from Nursery, children learn how to behave well. They show kindness and respect to each other as they go through the school''. (Ofsted March 2023)

For further details about the role please see the job description and person specification. To apply, please complete the application and send to the email address below. Please note we are unable to accept CVs, unless they are accompanied by a completed application form.

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

We are an equal opportunity employer

Email: recruitment@caldecott.oxon.sch.uk

Tel: 01235 523132