

## **Administrator with finance responsibilities**

Stockham Primary School seeks an all-around Administrator to support the office, finance and premises roles, starting as soon as possible.

Grade 6 Point 8 £24702 - Point 13 £26873 fte Hourly rate £12.80- £13.93

Actual salary is pro rata of the above (approx. £19592 pa - £21314 pa dependent on experience etc.)

This is a developing role with a possibility for change in grade/hours as the role evolves.

Hours – 35 hours per week (8:00 am – 3.30 pm) Flexibility with hours and times may be possible for the successful applicant.

Term time only – and occasional holiday work may be required by agreement

This is a developing post and the need to be flexible in working methods and the ability to multitask is essential. We are looking for someone who can undertake, and cheerfully complete, a wide range of tasks, with strong organizational and interpersonal skills and very importantly have an eye for detail.

The successful applicant will work both independently and as part of the team and will be a point of contact in the reception to our School.

Together with managing accurate child records and school data systems, this role will include finance procedures, attendance and admissions and will cover a wide range of other administrative tasks. Part of the role will be assisting with premises related administration and compliance, coordinating contractors and ensuring effective calendar management and scheduling.

Due to the nature of the role the successful applicant is expected to maintain a strict level of confidentiality and professional conduct.

This is an exciting opportunity to take part in further development, not only in the office and support staff team, but a thriving school, and you are encouraged to visit us before your application. We are a warm, child-centered environment and are looking for an enthusiastic, experienced and committed professional individual to work with us, valuing quality relationships between staff, children and families.

All applications must be submitted on an OCC application form or via OCC recruitment website. We are unable to accept CV applications.

If not applying online please email completed application to [mdoyle@stockham.oxon.sch.uk](mailto:mdoyle@stockham.oxon.sch.uk). If you have any questions please contact Miriam Doyle or telephone 01235 764407.

Closing date Monday 20<sup>th</sup> January 2025 at noon, interview dates to be confirmed.

**Commitment to safeguarding**

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

**Commitment to Equal Opportunities**

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.