

## Job Advertisement – Administrative Assistant

### Job details

**Location:** Fitzwaryn School, Wantage, Oxon, OX12 9ET

**Salary:** Grade 6. £12.80 per hour.

Actual salary £8,956.40 (based on 16 hours/term time only), up to £13,434.60 (based on 24 hours/term time only)

**Hours:** 16-24 hours per week, **flexible school hours** by arrangement

**Contract type:** Part time, permanent, **term time only**

**Reporting to:** Headteacher

**Start date:** ASAP

**Closing date:** Applications will be considered upon receipt and interviews arranged accordingly.

Fitzwaryn School is a very friendly and extremely successful school for children and young people aged 3-19 years. Our pupils have a range of learning difficulties, including moderate and severe learning difficulties, PMLD and autism. The school was judged Outstanding by OfSTED in all areas in May 2022.

The school is part of The Propeller Academy Trust.

### Main purpose

We are looking for a skilled and experienced Administration Assistant.

You will be the initial point of contact for incoming phone calls, visitors, parents, and students. The school office is a busy, dynamic setting where no two days are the same.

We are looking for someone who has excellent, written, communication, and organisation skills with the ability to be able to relate to parents, colleagues, and learners to build positive ongoing relationships.

In addition, you will also support the school by providing a flexible, productive, and responsive administrative service, so versatility and resourcefulness is essential.

### How to Apply

Further details of the post and the application form are available at <https://www.fitzwaryn.oxon.sch.uk>. Visits to our school are warmly welcomed.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.