



**Bishop Carpenter CE Primary School**  
School Lane, North Newington, Banbury Oxon OX15 6AQ  
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Headteacher: Mrs Nichola Stevenson  
**Administration Officer**  
**Vacancy**

Bishop Carpenter CofE Primary School is a small, village school and part of The Warriner Multi Academy Trust. We are currently seeking an enthusiastic Administration Officer. This is a permanent post for 12 hours a week (2 days, Thursday & Friday), term time only. The position is Grade 5 Point 5-7 (£19,312 pro-rata) depending on experience and qualifications.

We are looking for someone who has:

- Experience working in a busy office environment
- Ability to use initiative
- Good communication skills and the ability to work well as part of a team
- A confident, friendly and helpful telephone manner
- Ability to use discretion and have an understanding of the importance of confidentiality
- The ability to deal sympathetically with both pupils and adults
- Adaptability and flexibility to be proactive and reactive
- Good organisational skills and ability to be adaptable to change
- Relevant IT skills and knowledge of IT packages
- Knowledge of First Aid
- A readiness to undertake relevant professional training
- A good sense of humour

We can offer:

- The support of a highly motivated and supportive team of colleagues
- The support of the Warriner Trust
- Supportive parents and governors

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references.*

**A job description and application form is available from our website**  
**[www.bishopcarpenterschool.com](http://www.bishopcarpenterschool.com) or Mrs Bentley at [office.3302@bishop-carpenter.oxon.sch.uk](mailto:office.3302@bishop-carpenter.oxon.sch.uk)**

**Closing Date:** Monday 17<sup>th</sup> October at 1pm

**Interview date:** week beginning Monday 17<sup>th</sup> October 2022