



Woodeaton Manor School

"Reducing Barriers to Expand Horizons"

Job Advert – Administrative Assistant

Job details

Location: Woodeaton Manor School, Woodeaton, Oxfordshire, OX3 9TS

Grade 6, SCP 8-13. £13.47-£14.60 per hour. Actual salary £14,103.77-£15,281.79 (based on 24 hours/term time only)

Hours: 24 hours per week, **8am-1pm Mon-Fri.**

Contract type: Part time, permanent.

Reporting to: Headteacher

Start date: ASAP

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

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

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.woodeaton.oxon.sch.uk> or you can email recruitment@woodeaton.oxon.sch.uk. Visits to our school are warmly welcomed.



Woodeaton Manor School is 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 this commitment. Our recruitment and selection practices reflect this commitment, and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.*We reserve the right to close this advertisement earlier if we receive sufficient applications ahead of the closing date

Woodeaton Manor School
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