



## 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 £17,629.71-£19,102.24 (based on 30 hours/term time only)

**Hours:** 30 hours per week, **8am-3pm Mon-Thurs, 8am-12pm Fri (potential to increase 32.5 Hrs).**

**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.

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

For further details, and to apply, please visit [Vacancies - SAMpeople Recruit](#). Please note that CVs will not be accepted.

#### Application Timeline



Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at [recruitment@woodeaton.oxon.sch.uk](mailto:recruitment@woodeaton.oxon.sch.uk)

Visits to the school are welcome by arrangement. Applications will be considered on receipt and interviews arranged accordingly.

Please note, the school reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future

**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  
Woodeaton  
Oxfordshire  
OX3 9TS**

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