

Job Title – Office Administrator

Salary Scale – Grade 6

Contract – 37.5 per week term time, temporary.

Closing date for applications: Monday 22nd September 2025

Interview Date: Thursday 25th September 2025

Start Date:- Monday 3rd November 2025

Burford Primary is a growing over-subscribed and successful school. This is an exciting opportunity for an Office Administrator to join our friendly, highly effective and enthusiastic team. Our School vision is 'Burford Best', where we expect the best for you and the best from you.

About The Role:

The Office Administrator will work under the direction of the Executive Headteacher and the Head of School and is responsible for overseeing the school office and for highly efficient and effective daily administrative services. They will work closely with the headteacher on issues related to admissions and school communications, ensuring excellent confidentiality and compliance. They will also assist with the planning, development and improvement of support service provision to ensure the smoothest running of the school.

Responsibilities:

- Managing the central record, ensure that DBS clearances are up to date and logged appropriately along with all pre-employment checks so that the SCR is fully compliant with the current guidance in Keeping Children Safe in Education.
- Generate orders, receiving goods, checking and processing invoices (using school systems)
- Compile and edit pupil records
- Input and monitor confidential staffing information
- Preparation of confidential reports, letter and minutes for the Headteacher
- Collate and prepare of meeting documents for SLT and Chair of Governors, taking minutes, dealing with correspondence, reports and other documentation as required
- Liaise with other departments and outside entities; site management, contractors, council.
- Manage communications as directed, including phones and reception duties
- Update staff handbook, prospectus, school policies etc
- Set up and manage filing systems

Burford Primary School
Priory Lane, Burford
Oxfordshire OX18 4SG
Tel: 01993 822159

Executive Head Teacher – Mrs Rachel Veeder

Email – office.2251@burford-pri.oxon.sch.uk

School website: www.burfordprimaryschool.org.uk

- Ensure effective induction processes for new staff

About you:

- NVQ Level 3 Administration/ Finance (or equivalent)
- Experience in a school office environment is desirable
- Experience of systems such as, Bromcom, Word and Excel
- Experience of clerical duties; email, excellent telephone manner
- Excellent written skills with a high level of accuracy
- Excellent attendance record
- Enhanced DBS certificate on the Update Service (legal requirement)
- Our School Values: Respect, Aspire, Achieve

The school is well supported by our families, we have children who are eager to learn, and we have wonderful facilities. We are well supported by the Oxford Diocesan Schools Trust and work closely with other local schools, giving the right candidate opportunities to continually develop.

Visits to the school are encouraged, please contact the school office to make an appointment.

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As an academy within the Oxfordshire Diocesan Schools Trust we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Application Procedure

Complete ODST/Burford Primary School application form

Criteria	Essential	Desirable
Qualifications and Education		
At least 5 GCSEs, grade A* to C, including English and Maths	*	
Education to A-level or equivalent		*
NVQ Level 3 Administration or Finance, or equivalent		*
Experience		
School office experience, or equivalent experience in administration		*
Experience of developing administrative systems effectively		*
Experience of implementing administrative systems	*	
Skills and abilities		
Excellent communication skills, both written and oral	*	
Strong interpersonal and people skills	*	
Proven ability to deal sensitively and appropriately with personal and confidential information	*	
Excellent at maintaining confidentiality	*	
Highly competent in a forward-facing role – answering roles, reception etc	*	
Highly organised and able to use initiative, and prioritise	*	

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within the role		
Proven ability to work calmly and professionally under pressure	*	
Proven high level of accuracy and professionalism in written work and data entry	*	
Manage own workload effectively		
Excellent at working as part of a team, and independently as needed	*	
<u>Knowledge</u>		
Excellent understanding of the importance of confidentiality	*	
Knowledge of safeguarding		*
Experience of working in education or similar environment		*
High level of computer literacy	*	
GDPR	*	

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