Our enthusiastic and hardworking admin team are looking for a new member to join us. Our offices are extremely busy and this is a key role in the admin team.

You would work four days a week, 9am until 2pm Monday to Thursday. Although some flexibility in hours will be required at busy times. You would be expected to work up to 2 additional days per year during the Summer holidays to help our Business Manager set up for the new School Year. You will be working as part of a small team of 4.

Your key role would be to provide an efficient and effective front line reception service. You will welcome and deal with visitors, students and staff and provide administrative and clerical support generally. You must be able to work independently and as part of a team. The ability to prioritise, multi-task and communicate successfully is essential. You will have excellent interpersonal skills and telephone manner as well as the ability to be confident and calm under pressure.

The successful candidate will:

- Be able to work as part of a team with a positive, ‘can do’ attitude
- Have excellent communication skills, relating well to children, colleagues and parents
- Have a calm, positive and kind approach
- Be able to work independently and with initiative
- Be resilient, flexible, organised and resourceful
- Be supportive of the Christian ethos of the school
- Have a clear understanding of confidentiality and safeguarding procedures
- Have GCSE English and Maths although those with considerable office experience will be considered.
- Have experience of working in a school

For an informal chat, visit, job description and an application form please contact: Linda Keane, School Business Manager by either email: sbm@st-leonards.oxon.sch.uk. Or telephone: 01295262507 Closing Date: 9am 14th October 2019

We will be interviewing throughout the application process and reserve the right to appoint a suitable candidate as soon as possible, so interested parties are encouraged to submit applications without delay.