



# Receptionist / Administrator

## Location

Rose Hill Primary School OX4 4SF  
Part of River Learning Trust

## Hours

25 hours per week (8.00am to 1.00pm slight negotiation on these hours may be possible) Monday to Friday. Grade 5, term time, £18795-£19554 (pro rata dependant on successful applicant – example. £10577-£11004 based over 12 equal months)

## Main purpose of role

Are you someone, preferably with school based experience, with good admin and finance skills? Do you have a warm, welcoming and inclusive approach? Then this could be the role for you.

Our admin team has restructured, and we are looking for an experienced receptionist / administrator to join us.

The successful applicant will be working independently and as part of the admin team. The role can mean multi-tasking to a high level and an essential criterion is a sense of humour and a flexible approach when needed.

This role is interesting, rewarding and varied and you will be an inclusive part of the school

## What skills / experience are required

This post will cover all aspects of school administration and a solid working knowledge of Microsoft packages is essential. Experience of using G-Suite, ParentMail, Integris and Target Tracker is also desirable. Accuracy and attention to detail is essential in this fast paced and busy environment.

The successful applicant will have a warm and welcoming manner, as the post will require front of house and parent/child interaction.

Our school attracts a diverse range of visitors and families therefore essential qualities for the successful applicant are warm and inclusive communication skills while maintaining an effective professional approach.

We are currently taking the opportunity to review and evolve our internal systems, and so experience of own and existing system evaluation with a view to move processes forward would be invaluable.

Some cash handling will be required, together with reconciling electronic and physical cash. Administration of children's basic first aid may also be necessary.

## What we can offer

Rose Hill Primary School is a busy and vibrant settings where life is never dull, but always rewarding. We have a full staff team and approximately 315 children on roll.

- The school prides itself on continuously improving and updating practice, and you will have the opportunity to contribute.
- Ofsted told us that there is 'a culture of care for each individual'.
- Working closely with families is part of our ethos.

This is what the children said they would like to offer to you:

- school values
- good relationships between staff and children
- fairness
- respect
- the best school ever

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

## How to apply / closing date

We invite you to take an opportunity to come and work at this vibrant school and contribute to making it even better!

*All applications through TES - Please see our website (vacancies) for link to TES.*

**Please note that CV applications cannot be accepted.**

Link to Rose Hill Primary School Website

<https://rose-hill.oxon.sch.uk/our-school/vacancies/>

**Closing date noon Friday 24<sup>th</sup> January 2020  
& Interviews 30<sup>th</sup> / 31<sup>st</sup> January 2020**

Visits are warmly welcomed and or if you have any questions – please contact Miriam Doyle (Business Manager) on [schoolmanager@rosehillprimary.org](mailto:schoolmanager@rosehillprimary.org)

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.