



Headteacher: Mr M Albrighton BA MA (Cantab)

www.burford.oxon.sch.uk

Day | Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL
Boarding | Lenthall House, Church Lane, Burford, Oxfordshire, OX18 4SA

01993 823303
01993 823283

Administrator with Responsibility for Educational Visits and Marketing

- Salary:** Grade 6, points 8 – 13, £22,969 – £24,887 pro-rata (£26,824 - £29,064 FTE)
- Contract:** Term time (38 weeks) plus 5 additional days
- Term:** Permanent
- Hours:** 37 hours per week
- Starting date:** 1st June 2026
- Reporting to:** HR Manager

We are seeking an organised, creative and proactive Administrator to join our team in a unique dual-role position combining:

Educational Visits Co-ordination
Marketing & Communications

This is an exciting opportunity to play a key role in both enriching student experiences and promoting the life of the school.

About the Role

You will:

Coordinate Educational Visits

- Oversee the planning and approval of all school trips
- Ensure visits are safe, compliant, and well-organised
- Support staff with logistics, risk assessments, and documentation

Lead Marketing & Communications

- Manage the school website and social media channels
- Produce engaging content including newsletters and promotional materials
- Support events such as Open Days and community activities



- Celebrate student success and school achievements
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About You

We're looking for someone who is:

- Highly organised with excellent attention to detail
- A confident communicator with strong writing skills
- Digitally confident (Microsoft Office, social media, web platforms)
- Creative, proactive, and able to use their initiative
- A strong team player with a flexible approach
- Enthusiastic about supporting school life beyond the classroom

Experience in administration, marketing, or education is desirable.

Join a supportive school community built on **Respect, Participate and Reach**.

Why work with us

Burford is an oversubscribed school situated in an area of outstanding natural beauty. This is an excellent school, with a superb environment for learning and a priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Additional Staff Benefits

- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an Employee Assistance Programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government Pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Sarah Evans, HR Manager, to arrange this.

The successful candidates will need to meet the person specification in order to be offered the post.

TO APPLY:

If you are applying from outside the UK please get in touch prior to completing an application.

- Please download details and an application form from our TES page: [TES VACANCY](#)

Or

- Contact Sarah Evans, HR Manager, at the following email address: s.evans@burford.oxon.sch.uk or telephone the number above.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern at interview.

Closing date: Monday 13th April 2026 (12:00pm)

* Please see relevant Admissions Policy on the school website.