



Receptionist / Administrator

Location

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

Hours

25 per week (8.00am to 1.00pm) Monday to Friday. Grade 4, in term time, £18426-£18795 pro rata.
Hours maybe negotiable.

Main purpose of role

Are you someone with good level admin (and finance) skills and experience, preferably school based? 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 in September 2019.

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.

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.

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, showing accuracy and attention to detail.

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

Some cash handling may be required, and administration of children's first aid may 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 Monday 2nd September 2019
& Interviews Friday 6th September 2019**

Visits are warmly welcomed and encouraged although please note that the school is closed for Summer holidays until inset day 02.09.19. Email communication is also limited during this period of holiday but if you have any questions – please contact Miriam Doyle (Business Manager) on 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.