



BARTON PARK  
PRIMARY SCHOOL

*Together, we grow*

## Job Role

Office Administrator (part time)

Closing Date: 10 January 2022

For further information please visit the website <https://www.bartonpark.oxon.sch.uk/> or to discuss the role further please contact our Business Manager on 01865 415800 or by emailing [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk)



## Welcome from Headteacher, Bryony McCraw

Thank you for your interest in our school.

Barton Park School is a new primary school, including a nursery and the capacity for specialist SEND provision, on the Barton Park Housing Development situated on the outskirts of the City of Oxford. Our school opened in September 2020 to children in reception and a mixed years 1 & 2 class. The school will grow over the coming years with a final capacity of 315, with a potential to expand further to 420, subject to community demand.

Our place within the heart of a new and developing community, with easy walking, cycle and bus routes, is a perfect location for families and staff alike. Our lovely new building and the fantastic facilities available on site, along with our neighbouring sports pavilion, make for a very special place for children to learn and flourish - and for teaching staff to teach.

We have high aspirations for all our children. Our curriculum is designed to provide children with high quality, rigorous and engaging learning opportunities. Enquiry and creativity are central to our learning, and these principles are underpinned by a solid foundation in the key skills. We aim to build on each child's natural curiosity and help them become enquiring, resilient and confident learners, able to communicate their ideas to both peers and adults. Quality teaching, targeted support and enriching, open-ended learning opportunities - alongside well planned indoor and outdoor environments - allow all children to develop their thinking skills, independence and individual talents.

Our six school values were chosen in collaboration with the school community: respect, kindness, equality, independence, perseverance, curiosity. It is important to us that these values reflect both emotional and intellectual growth and that they can be embraced by everyone within our diverse community.

Barton Park is committed to offering a variety of extra-curricular activities after school and developing these opportunities as we grow. Our children already enjoy access to dance, sports, art and music clubs, led by experts and have had the chance to perform on the stage at Pegasus Theatre and The Town Hall. Such experiences are key to fostering confidence and self-belief, as well as extending horizons and understanding of others.

**We are looking to recruit an enthusiastic Office Administrator to assist the School Business Manager in running a busy school office.**



## Job Description: Office Administrator

### Title and Grade of Post

Title:	Office Administrator (part time)
Reporting to :	School Business Manager
Accountable to:	Headteacher
Hours:	15 hours per week. Employed for 38 weeks of the year plus the September Inset Day.
Scale:	Grade 4, (Point 4-5) £18,933 - £19,312 pro rata, term time only. This equates to an actual annual salary of £6,409.16 - £6,537.46
Start date :	1 February 2022

### Job Purpose

The key function of the role is to work under the instruction/guidance of senior staff to undertake work supporting the smooth running of the school office.

### Operational Duties and Responsibilities

#### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

#### Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

#### Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record charity collections.



## Other Duties and Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Engage positively in the appraisal process to achieve outcomes and personal appraisal targets, as agreed by the line manager.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with school and RLT policies including Health and Safety Policy and relevant Health and Safety legislation.
- At all times carry out responsibilities/duties within the framework of the school's Dignity at Work Policy.

### Required qualifications:

- Good numeracy and literacy skills (GCSE grade C/5 minimum or equivalent).
- Experience of working in a school or an office is an advantage but not essential.

*This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the role. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. An annual appraisal, and a mid point review, will set and review targets, based on this job description.*

*All staff are required to complete a 6-month probationary period during which time suitability for the post will be assessed.*

*Barton Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

*This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies include the Trusts Stress at Work Policy and the Dignity at Work Policy.*

## Person Specification: Office Administrator

	Essential	Desirable
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Ability to work well in a small team.</li> <li>● Pride in your work.</li> <li>● Pride in the achievements of the school.</li> <li>● Ability to forge positive relationships with children and adults.</li> <li>● A sense of humour and fun</li> <li>● Versatility, flexibility and resilience.</li> <li>● Good time management skills</li> <li>● Ability to manage stressful situations and strategies to reduce your own stress levels and those of others</li> </ul>	
<b>Professional Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Good numeracy and literacy skills (GCSEs grade C/4 minimum or equivalent).</li> <li>● General clerical and administrative work.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a school or an office is an advantage but not essential.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Computer literacy and keyboard skills (use of databases, word processing, spreadsheets, emails, etc)</li> <li>● Good understanding and ability to use relevant technology e.g. photocopier</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid Qualification</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● Participate in development and training opportunities</li> <li>● Ability to learn alongside others</li> </ul>	



## Application and Selection Process

Further information and school visits:

We welcome the opportunity to discuss the role with potential candidates and will do our best to show you around our school, Covid restrictions allowing. Please contact our Business Manager on 01865 415800 or by emailing [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk)

For further information please visit the website <https://www.bartonpark.oxon.sch.uk/>

As part of the application process we invite applicants to:

- 1) Complete an application form which can be downloaded from <https://www.bartonpark.oxon.sch.uk/about-us/vacancies/>
- 2) You are welcome to write a covering letter of no more than 1 side of A4 to accompany your application, but this is optional.

Please send these by email to: [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk) by midday on Monday 10th January 2022.



## Advert: Office Administrator

Part Time

Start: 1st February 2022

**We are seeking an enthusiastic office administrator. You will join our small, motivated and dedicated team, serving a newly opened school at the heart of a growing community.**

Barton Park Primary School opened in September 2020 to reception, year one and two and we now have year three pupils and are opening a nursery in 2022. A smooth running office is key in supporting the school to grow.

### What we are looking for in a candidate:

- an enthusiastic and organised individual
- endless patience and a non judgemental attitude.
- a flexible approach to your work and excellent team working skills.
- A values led individual with high expectations of achievement and behaviour in themselves and others.

### What we offer you:

- An opportunity to work and develop your skills in an academy with a strong sense of moral and educational purpose, with an embedded Trust culture of learning from one another.
- An opportunity to grow and develop through high quality bespoke professional development.
- A school improvement model which, through sharing of resources, best practice and expertise from across the trust, supports and challenges professionals to be exceptional.
- The chance to work in a brand new school
- A commitment to staff well-being, including membership of a well-being health package.

**Please see the full application pack for a detailed job description and person specification.**

### How to apply:

You can make an appointment to come and visit our school by calling 01865 415800 (09:00-15:30), 07737 292536 (school days outside of school hours) or by emailing [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk). A virtual tour of the school is available on our website: <https://www.bartonpark.oxon.sch.uk/>

**Closing Date: 10 January at 12:00 noon**

**Interviews: Week of 17 January**

A full application pack, including an application form, can be downloaded from <https://www.bartonpark.oxon.sch.uk/about-us/vacancies/>

Please send completed application forms by email to: [office@bartonpark.oxon.sch.uk](mailto:office@bartonpark.oxon.sch.uk)

NB: We do not accept CVs without an application form.

*Barton Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

