



Administration Assistant (Maternity Cover)

- 🔑 **Hours:** 21 hours (Monday to Wednesday) term time only
8.30am – 4.00pm with a 30-minute lunch break
- 🔑 **Salary:** Scale 4 (P7 – 11) £13,685 - £14,587 p.a. pro rata (based on term time only hours)
(£28,383 - £30,253 p.a. FTE)
- 🔑 **Contract:** Part-time maternity cover – fixed term contract
- 🔑 **Start Date:** 1st September 2026
- 🔑 **End Date:** 28th May 2027

St Luke's is a happy, child-centred school looking for a dedicated administration assistant to join our committed, nurturing team.

Responsible for supporting the administrative, financial and organisational processes within the school, you will also act as the initial point of contact for parents/carers, visitors and other stakeholders. You will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

You should be someone with flexibility, a positive outlook, and an ability to work independently and as part of a team. You will also be supportive of the values of our church school and committed to our vision and ethos, ensuring everyone can become the best they can be.

We are passionate about developing the whole child, guided by our core values Cherish, Challenge, Aspire and Achieve, ensuring both academic success and pastoral wellbeing. We embrace the ethos of **'Life in All Its Fullness'**, fostering a calm, purposeful, and nurturing environment where every child, regardless of background or needs can thrive.

The successful candidate will have experience of:

- Carrying out administrative tasks
- Dealing with face-to-face and telephone interactions
- Working with children or young people
- Working and collaborating within a team

Join Our Community

If you believe this is the right environment for you to thrive, grow, and contribute, we would love to hear from you. Visits to the school are warmly encouraged. Come and experience our outstanding learning environment and vibrant community first-hand.

For more information or to arrange a visit, please contact recruitment@st-lukesprimary.com or call 01628 621600.



 **Closing date for applications:** Midday, Monday 6th July 2026

 **Interviews:** w/c 13th July 2026

Applications will be reviewed upon receipt and interviews may be held before the closing date.

St Luke's Church of England School, as a member of the Oxford Diocesan Schools Trust, 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 (DBS) Enhanced check. Online checks may also be carried out to comply with KCSIE.