



School Administrator

Date posted:	7th July 2026
Contract term:	37 hours per week, 39 weeks per year
Contract type:	Permanent
Salary:	GDR8/Points 18-23 (£31,537 to £34,434 FTE/ £27,437 to £29,959 actual pay)
Other:	Hours of work: Monday to Friday 8am to 4pm (negotiable)
Closing:	16th July 2026/ Interview 23rd July 2026
Start date:	1st September 2026

The Oxfordshire Hospital School is an all through maintained special school with a special responsibility for preparing the young people we teach for their futures, whatever they may bring and regardless of the challenges that face them. OHS is a school where time is precious and where every learning opportunity must count. All teaching at our school is 1:1 or in small groups and is entirely personalised and pupil-focussed.

We are looking for a highly committed, passionate and skilled administrator to join and enhance our brilliant team of staff, who will be based at our [Highfield Unit](#), located at Warnerford Hospital. Main responsibilities will be general administration and leading examinations across the school.

We are looking for a staff member who:

- Has the ability to work to a high degree of accuracy when dealing with data entry.
- Experience in exams administration would be desirable.
- Is able to be flexible to work across our other setting offices when required.
- High degree of confidentiality and awareness of safeguarding and data protection principles.
- Has willingness to work to support staff who teach in a busy and often stressful environment.
- Is able to confidently speak and write to professionals from partner schools and NHS Trusts and to families of the pupils.
- A valid driving licence and own vehicle to travel between settings is desirable.

Full support and appropriate training is available to help the successful candidate settle into the school team.

We would encourage and warmly welcome enquiries and will try to accommodate visits as best we can. Please contact Eva Marino, School Business Manager on eva.marino@ohs.oxon.sch.uk or tel 01865 957480 should you require any further information.

Full details are on our website at <https://ohs.oxon.sch.uk/about-us/vacancies/>.

We are committed to safeguarding and promoting the welfare and safety of children and young people and promoting equality of opportunity. Our Safeguarding Policy can be found on our website at <https://ohs.oxon.sch.uk/information/policies-documents/>.

