



## ABINGDON LEARNING TRUST

### Administration and Welfare Officer

<b>Hours:</b>	8 hours per week (8.00 a.m. to 4.00 p.m. Friday including half an hour unpaid lunch break)
<b>Grade:</b>	NJC 8 – 13 Full-time equivalent: £26,824-£29,064) Actual £4,548-£4,928
<b>Contract Type:</b>	Permanent, 38 weeks, term time only
<b>Closing Date:</b>	Tuesday 30 June 2026 at 9.00 a.m.
<b>Interview Date:</b>	To be confirmed. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.
<b>Start date:</b>	As soon as possible after all safer recruitment checks

We are currently looking for an enthusiastic and experienced School Administrator and Welfare Officer to join the administrative team of our school. We are a friendly school that values teamwork and high achievement in all areas of work with young people.

The main duties will include:

- To act as the school's primary First Aider and manage the school welfare room and to be responsible for the health and welfare of all our students.
- To manage the student services area
- To support the school with administrative tasks

You will need:

- Good administrative and ICT skills
- Excellent interpersonal skills including a "can-do" attitude
- Be able to work as a team, yet use your own initiative
- Be resilient, flexible and demonstrate an ability to work in a busy environment
- Experience of working within an office environment
- Experience of First Aid or be willing to train

If you feel this role is for you, an application pack is available from the John Mason School website:

[Vacancies - John Mason School](#)

***CVs alone are not acceptable.***