



# *SS Philip and James C of E Primary School*

*With love we flourish*

## **Administrator Grade 6**

**Permanent Full-time - term time plus INSET plus 5 additional days to be worked by arrangement.**

**Reporting to: Office Manager**

**Actual Annual Salary £23,940 (FTE £26,824)**

**An opportunity to join a highly regarded school in the centre of Oxford.**

### **We are seeking to appoint an administrator to join our office team**

As an administrator, you will play a crucial role in providing administrative support to all members of our school community, building strong working relationships with our staff team and our families. Hours of work are Monday to Friday 8.00am-4.00pm. If you are unsure as to whether you meet the criteria shown in the person specification, or have any other questions, please call Shelley Williamson on 01865 311064 for an informal chat. Visits to the school are also encouraged. We look forward to hearing from you.



### **What we are looking for:**

- Strong interpersonal skills
- Excellent customer service skills
- Administration experience or a desire to develop current skill base
- Excellent organisational skills
- The ability to be flexible and adapt to multiple tasks
- A team player

### **We will offer you:**

- A successful school with a happy, supportive, and friendly team
- Induction and comprehensive training for the role
- Wellbeing day off during term time
- Lovely working environment with air-conditioned offices
- Access to Oxfordshire County Council discounts
- Cycle to work scheme
- Ample parking and secure bike store
- Subsidised staff social events
- Free tea and coffee in the staff room



### **Safeguarding**

Phil and Jim is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect on this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.

### **School visits**

If you would like to visit our school, or have any questions regarding the role, please contact Ms Shelley Williamson, PA to Headteacher at: [headpa@philandjim.org.uk](mailto:headpa@philandjim.org.uk) or by telephoning the school office on 01865 311064.

### **How to apply:**

- Please visit [our website](#) and view current vacancies under the Our School section
- Completed applications should be submitted via [My New Term](#)

***Applications will be considered on receipt with early opportunity for interview meaning the vacancy may close sooner than the published date.***

**Closing date for applications: Midday on Monday 11th May 2026.**

