



# Office Admin Job Advert



Outstanding  
pupil experience

Excellence  
in education

Impactful  
teaching

Effective  
partnerships

### **Office Admin**

Grade 3: £23,933 to £30,271- Scale Point 9 to 22

Working Hours: 36.5 hours per week

The Oval Primary School, Whittington Oval, Yardley, Birmingham, B33 8JG

[enquiry@theoval.drbignitemat.org](mailto:enquiry@theoval.drbignitemat.org)

Headteacher: Mrs Dawn Williams

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### **Are you an organised and proactive Office Administrator with a proven track record of supporting efficient day-to-day operations?**

If the answer is yes, then this exciting post may be the next step on your career ladder

We will offer you

- A supportive and nurturing Senior Leadership Team.
- The opportunity to make a difference in the lives of disadvantaged children.
- The benefit of being part of a multi-academy trust, offering the support of experienced colleagues across our schools and greater opportunities for career progression.
- Supportive and hardworking colleagues.

drb Ignite MAT is an ambitious multi-academy trust, which currently comprises of nine schools, and is committed to safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share this commitment.

All appointments are made subject to an enhanced DBS check as part of our prevent duty. We are an equal opportunities employer and want our staff profile to reflect the community we serve.

We strongly suggest you call to arrange an informal visit and meet our Team

The closing date **Friday 13<sup>th</sup> March 2026 at 12pm.**

To apply for the position please visit [www.theoval.drbignitemat.org/](http://www.theoval.drbignitemat.org/)  
[www.drbignitemat.org](http://www.drbignitemat.org).

**Please note:** In line with Safer Recruitment Practice, a minimum of two references will be sought for shortlisted candidates prior to interview. One reference must be the candidate's current/most recent employer. The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes. The Trust expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for this post.

We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students.

As part of our due diligence an online search will be carried out for all shortlisted candidates.

#### **Rehabilitation of Offenders**

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

#### **This post is covered by Part 7 of the Immigration Act (2016).**

Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.