



Drayton Community Primary School

Come and Join Our Team!

Administration Assistant

Full-time | Term Time Only (plus 4 inset days). Start date September 26 or as soon as possible

Working Hours: Monday to Friday, 8.00am – 4.00pm, with some flexibility required. Term Time Only plus 4 inset days.

Salary: Grade 4.4, £25,185 per annum FTE (Term Time only £21,294). Pay rise pending.

Location: Drayton Community Primary School, near Abingdon, South Oxfordshire

We are seeking a reliable, highly organised, and proactive individual to join our friendly school team. This position involves administrative duties within the school office with practical support for general upkeep of the school premises. The successful candidate will play a key part in ensuring the smooth day-to-day running of the school, providing a warm welcome to pupils, parents, carers and visitors.

About Us

Drayton Community Primary School is a welcoming, one-form entry school situated just outside Abingdon in South Oxfordshire, with excellent transport links to the A34/M4, Oxford, Didcot, Wallingford and Wantage. We are proud of our strong community spirit, with an active parent group (FODSA), a dedicated team of staff, and children who are eager to learn and take pride in their achievements.

What We Offer

- A supportive and ambitious leadership team committed to staff wellbeing and professional growth
- A dedicated office team that contributes to and supports all aspects of the school
- A creative, inclusive environment where your voice is listened to and valued
- A warm, purposeful school culture with high expectations and clear routines
- Children who are enthusiastic, kind, knowledgeable about nature and keen to learn more
 - A 6-month induction programme with a mentor, as part of a structured probation period

Key Responsibilities:

Administrative Duties:

- Provide front-of-house reception services – greeting visitors, answering calls, handling enquiries (following confidentiality, safeguarding procedures and policies).
- Assist, monitor and report on student attendance and absence.
- Ability to monitor email correspondence, ensuring timely dissemination of information and responding to inquiries as need to facilitate effective communication.
- Managing wraparound care bookings and organising trips/events using Arbor.
- SEN administration duties in liaison with the SENDCO.
- Purchasing and Invoicing.
- Assist with correspondence, photocopying, filing, and other general administrative tasks.
- Producing and circulating the school Newsletter.
- Maintaining our school website ensuring the website is accurate, up-to-date, and compliant with statutory requirements.
- Support the Senior Leadership Team and Office Manager with administrative tasks as required.
- Handle first aid incidents and maintain medical records and reporting (training provided if necessary).
- Cover gate and lunch hall/playground duties as required.
- Assist in emergency situations as directed by the Office Manager or Senior Leadership Team.
- Covering colleagues within the School office in times of absence.

Health & Safety Support:

- Support the upkeep of staff areas, ensuring they remain clean, tidy and well stocked where appropriate. Overseeing re-stock of regular supplies.
- Regularly monitor our maintenance and identified hazard needs. Carry out minor repairs – eg. making things safe, fixing items that have come loose, unblocking sinks/toilets, general tidying.
- Support with setting up rooms for events and school activities.
- Adhere to health and safety regulations, ensuring safe working practices are followed at all times.

- Work collaboratively with teachers, staff, and administration to support the overall upkeep of the school environment.
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Person Specification:

Essential:

- Proven administrative experience in a busy office environment, with a strong attention to detail.
- Customer focussed, with a calm, friendly and approachable manner, especially with children and families
- Strong communication and interpersonal skills, without being reliant on AI tools.
- Ability to manage time effectively and work independently.
- Proficient in the use of Microsoft Outlook, Word and excel, and data entry.
- Comfortable working indoors and outdoors in various weather conditions.
- A willingness to undertake small repairs and clear/clean spillages.
- Enhanced DBS (or obtained before employment)

Desirable:

- Previous experience in a school or educational setting.
 - First aid qualification (or willingness to undertake training).
 - Understanding of health & safety responsibilities in a school environment.
 - Knowledge and experience of using of Arbor
 - Experience of purchasing and invoicing
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Our Pupils Say:

“Our school is amazing because we have a variety of learning opportunities, a wonderful school library, and lots of support with learning. Our lessons are creative, fun and everyone here is friendly and generous.” – **School Council, January 2025**

Our Parents Say:

“We are very happy with our child’s progress in school and she is very happy here.”

“Both my daughters have been to Drayton and I can safely say it is a wonderful place to be.”

“My child is really very happy at school. She loves all her teachers and has never had a bad word to say (although she would like more snow days)!” **February 2025**

Ofsted said:

“Pupils are proud to attend this welcoming school where everyone flourishes... The school has high ambition for all pupils, including those with SEND. Pupils engage highly in lessons and value the support that staff provide... They love to share their learning and talk enthusiastically about the interesting topics they study.” **September 2023**

How to Apply

Visit our website <https://drayton-pri.oxon.sch.uk> for the full job description and application form. Visits to our school are strongly encouraged. You will get to tour the whole school with our friendly class ambassadors, meet the staff team and experience our school in action as well join the headteacher for an informal conversation. You can arrange a visit by emailing office.2560@drayton-pri.oxon.sch.uk

Application deadline: Monday 1st September

Interview will be held on Monday 7th September

Please note applications will be reviewed on arrival and the closing date and interviews may be brought forward.

Shortlisted candidates will be contacted by email the same week, or following early applications, with interview day requirements.

Drayton Community Primary School is committed to safeguarding and promoting the welfare of all children and young people. All staff and volunteers must share this commitment.

Successful candidates will be required to undertake all necessary safer recruitment checks, including an enhanced DBS (Disclosure and Barring Service) check. We reserve the right to carry out an online search as part of our due diligence on shortlisted candidates. References will be sought on shortlisted candidates before the interview.