



Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ
01993 702480
office@ololwit.org.uk

Headteacher: Mrs R Gowers



School Office Administrator – March 2026

Grade 6 – Point 8 – 7 £26,824 - £29,064 pa pro-rata. Actual salary is £21,275 - £23,052

Closing Date: Midnight on 27/02/2026
Interview Date(s): week commencing 02/03/26
Job Start Date: As soon as possible
Contract/Hours: Permanent Contract 35 hours Mon – Fri 08:30 – 16:00 (Term Time only)

The Governors of Our Lady of Lourdes Catholic Primary School are seeking to appoint a highly effective and committed individual to join our school. We are enthusiastic about developing as a learning community and fostering growth mindsets in staff, pupils and parents.

Our school has a welcoming Christian ethos and all members of the community are respected and valued. Pupils are courteous and keen to learn.

We are looking for someone who:

- Is highly organised and can show initiative in a busy and fast paced environment
- Enjoys being part of a learning community; working with colleagues, governors and parents
- An enthusiastic, warm and passionate individual who is dedicated to ensuring our children's well-being
- A flexible, hardworking candidate with good attention to detail
- An individual who is willing to work as part of a motivated team

We can offer:

- Enthusiastic and well-behaved pupils who enjoy all aspects of school life and who thrive on good relationships with staff
- A school committed to enabling every student to recognise and develop their gifts and talents
- An enthusiastic and friendly staff team
- A supportive Headteacher and Academy Committee committed to improving standards
- Enthusiastic and well-behaved pupils who enjoy all aspects of school life and who thrive on good relationships with staff
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For an informal discussion please contact the school, at office@ololwit.org.uk

Our Lady of Lourdes Catholic Primary School and St Hugh of Lincoln Nursery, part of The Pope Francis Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and



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volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment

will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, Medical Clearance and where applicable a prohibition checks and evidence of qualifications. All successful candidates will be required to present photographic ID and or their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information 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.

An online search will also be carried out as part of due diligence on all short-listed candidates.