



The Blake CE Primary School

Cogges Hill Road, Witney, Oxon OX28 3FR

Telephone 01993 702840

Email office.3600@blake.oxon.sch.uk



Headteacher Tim Edwards-Grundy

Loving, learning and flourishing in community

Office Administrator Advert

Job Start Date: As soon as possible
Contract/Hours: 30 hours
Salary Details: Grade 5 (5-7) Pro-rata & term time only
Hours of Work: 8:30 – 3:30 with an hour for lunch

We are looking for a helpful and enthusiastic individual who embraces variety in their role and who will welcome and provide assistance to all members of our school community.

The successful candidate will adhere to and promote our School's Values, respecting the value and uniqueness of every individual. They should have an eye for detail and be able to work comfortably and flexibly as part of a small team, in a busy and shared office.

The job will require competency across the Microsoft Office suite but is primarily outward facing, welcoming all visitors to the school, including contractors, hirers and the parent community. The role also involves significant engagement with children and school staff.

If you would like to know more about our school, please do explore our website. If you would like to arrange a meeting to discuss the role further, or to visit our school, please contact the school office to arrange this on 01993 702840 or office.3600@blake.oxon.sch.uk.

APPLICATION PROCEDURE

Please apply for the post using [My New Term](#).

Closing Date: 12 noon on 23rd September 2025.

Interviews: Friday 26th September 2025

The Oxford Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that require applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.