



Office Administrator required for October 2023. Permanent position.

Salary: Bucks pay range 2 -3 (£21,879-£24,310) - pro rated for term time plus inset days

Hours: 36.25 hours per week

Monday – Friday, 8.15 – 4.00 with a half hour lunch break (unpaid)

The Governors and Headteacher of Overstone Combined School would like to appoint an office administrator, to join our friendly, popular school.

About us

Overstone Combined School is a primary school in the heart of the village of Wing. Our friendly school serves offers a broad, balanced and evolving curriculum. We have a hardworking and dedicated team of staff, fantastic children and supportive governing body.

We have close links with neighbouring schools and we actively encourage shared good practice, with an emphasis on high-quality continuing professional development. We are seeking an experienced enthusiastic administrator to join our warm and welcoming team.

If you are self-motivated, an excellent communicator and have good IT skills, then we would like to hear from you.

About the role

This is an exciting opportunity to join our administrative team within the positive, caring and collaborative atmosphere of our school. If you want to become a member of our dynamic, talented and supportive team this might be the role for you.

Please request the job description and person specification for more information

About you

The post is suitable for both experienced School Administrators, or those with experience in an office environment.

You should be enthusiastic, friendly & capable of prioritising tasks in the school office.

- Friendly, welcoming and professional manner
- Excellent communication skills
- Open-minded and receptive to new ideas, approaches and challenges
- Willingness to seek advice and support when necessary
- A positive, flexible attitude
- Self-motivated
- Ability to remain calm under pressure

If you are passionate about education and think you can make a positive and confident contribution to our school, we would be delighted to hear from you.

Other information

Overstone Combined School is a popular school with amazing facilities. We have superb outdoor sports facilities and our own forest school area from which we run a successful forest school curriculum.

Please don't hesitate to get in touch if you think this might be the job for you. If you have any questions, or would like a tour of the school please email Jenny Bell at sbm@overstone-wing.org or telephone 01296 688799.

For further information please see the attached job description and person specification. To apply, please send your completed application form by email to sbm@overstone-wing.org

The closing date for applications is 9am on Monday 18th September 2023, interviews to be confirmed. The school reserves the right to appoint before the closing date for the right candidate.

Overstone Combined School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS check and any offers will be subject to the receipt of satisfactory references.