



**The Warriner School**  
A member of Warriner Multi Academy Trust  
11-18: 1500 on roll  
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Executive Headteacher: Dr Annabel Kay  
Head of School: Mrs Sharon Nicholls

**WMAT HR Administrator**  
**Start Date: September 2026**

We are currently seeking an enthusiastic HR Administrator to join our Warriner Multi Academy Trust HR team working out of The Warriner School. The successful applicant will be part of the HR team supporting all the schools within the Trust.

This is a part time permanent post of 30hrs per week 8.00am-2.00pm Monday to Friday, term time only 38 weeks per year. This post is paid at Grade 7 Point 13 £29,064 to Grade 8 Point 18 £31,537 per annum pro rata, actual salary £19,921 to £21,616 dependent on experience.

**What we are looking for someone who has:**

- motivation and a true passion for improving the environment
- high expectations of themselves and others
- initiative, dedication and energy
- a clean driving licence
- effective literacy and numeracy skills and the ability to use email and issue management software
- good communication skills and the ability to work well as part of a team

**What we offer:**

- A school with a clear moral purpose and drive for 'excellence for all our students'
- Excellent opportunities for career progression and development opportunities
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face-to-Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men's Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

**Application Procedure**

If you would like to discuss the role or find out more, please contact Lorraine Coull, HR Manager on 01295 232240. A job description and application form is available from our website: [Vacancies - Warriner Multi-Academy Trust \(warrinermultiacademytrust.co.uk\)](http://warrinermultiacademytrust.co.uk) or via email [recruitment.4007@warriner.oxon.sch.uk](mailto:recruitment.4007@warriner.oxon.sch.uk)

**Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.**

**Closing date: Friday 3<sup>rd</sup> July at 1pm**

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*