



Graven Hill Primary School
Graven Hill Road, Graven Hill, Bicester
Oxon, OX25 2BF
Telephone: (01869) 690296
E-Mail: Info@gravenhillprimary.school
Headteacher: Mr Matt Green



Office Administrator
Start Date 2nd June 2026

Graven Hill is a new 2 form entry primary school with a 90-place preschool taking children from the age of 2. This brand-new school opened in September 2023 in the heart of the Graven Hill development on the edge of Bicester. The school is part of the Warriner Multi Academy Trust family of schools.

As a rapidly expanding school we are seeking to appoint an enthusiastic and dedicated Office Administrator to join our thriving and successful Admin Team. This will be a permanent post to work 15hrs per week Mon-Fri, 9.00am to 12.00pm, term-time only. This post is paid at Grade 6 Point 8 £26,824 Pro Rata. Actual Salary £9,092.

What we are looking for someone who has:

- Motivation and a true passion for all children to achieve their potential
- High expectations of themselves and the young people
- Initiative, dedication, and energy
- Excellent communication, literacy and numeracy skills
- A commitment to team working and understands the importance of strong working relationships

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

A job description and application form is available from our Trust website: [Vacancies - Warriner Multi-Academy Trust \(warrinermultiacademytrust.co.uk\)](https://www.warrinermultiacademytrust.co.uk) or via email recruitment.4007@warriner.oxon.sch.uk. If you would like to discuss the role or find out more, please contact: Info@gravenhillprimary.school

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

Closing date: Friday 27th March at 1pm

Interview date: Friday 17th April 2026

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).