



Bishop Carpenter C of E Primary School

A member of Warriner Multi Academy Trust

School Lane, North Newington, Banbury, Oxfordshire, OX15 6AQ

Telephone: (01295) 730404

E-mail: office.3302@bishop-carpenter.oxon.sch.uk

Headteacher: Mrs Nichola Stevenson

Level 2 Office Administrator Permanent Part Time 12.5hrs Start Date: ASAP

Bishop Carpenter CE Primary School is a small rural school located in a village on the outskirts of Banbury in North Oxfordshire and part of The Warriner Multi Academy Trust.

We are seeking to appoint an experienced Level 2 Office Administrator with strong interpersonal skills to the school office staff, to join our dedicated and hardworking school team.

This will be a permanent post to work 12.5hrs per week Thursday and Friday, Term Time only plus one week (2 inset days). The salary for this post is Grade 6 Point 8 £26,824 Pro Rata. Actual salary £7,584

What we are looking for someone who has:

- Experience of working in a school setting
- Initiative, commitment and energy combined with a willingness to work with others
- A commitment to team working and understanding of the importance of strong working relationships
- Flexibility in response to changing circumstances.
- Excellent communication skills, both verbal and written
- Experience and confidence in using IT and learning new IT systems
- An ability to behave with discretion and maintain confidentiality
- An ability to remain calm under pressure and prioritise your own workflow

What we offer:

- A happy and caring environment where staff and children are valued
- A supportive staff team
- Children who are happy and motivated to learn
- Ongoing professional development
- 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 website: [vacancies - Warriner Multi-Academy Trust \(warrinermultiacademytrust.co.uk\)](http://vacancies-warriner-multi-academy-trust.warrinermultiacademytrust.co.uk) or via email recruitment.4007@warriner.oxon.sch.uk

If you would like to discuss the role or find out more information please contact Nikki Stevenson, Headteacher, on 01295 730404

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

Closing Date: 9th September 2026

Interview Date: week commencing 14th September (or sooner for any suitable applications as they arrive)

We reserve the right to close this process early if a suitable candidate is appointed

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).