



The Warriner School
A member of Warriner Multi Academy Trust
11-18: 1500 on roll
Bloxham, Oxon OX15 4LJ
Telephone: (01295) 720777
E-mail: recruitment.4007@warriner.oxon.sch.uk
Executive Headteacher: Dr Annabel Kay
Head of School: Mrs Sharon Nicholls



Receptionist/Administrator
Start Date January/February 2026

Ofsted Report October 2023: **“Because teachers really care about us, we really care about them,”** What our students said about us.

Do you want to work in a vibrant, rural 11-18 school, which is in the heart of the Oxfordshire countryside, on the edge of the thriving market town of Banbury? The Warriner School has an excellent academic reputation, both locally and more widely, and we are very proud to be an integral part of the community that we serve. Staff have high expectations for all students and work enthusiastically to continue raising attainment and achievement.

As a consistently oversubscribed, expanding school we are seeking to appoint a well-qualified, enthusiastic and dedicated Receptionist/Administrator to join our thriving and successful team. This will be a permanent post to work 30hrs per week Monday-Friday, 9am-4pm to include a 1hr lunchbreak, Term Time Only. Salary for the post is Grade 5 Point 5 £25,584 Pro Rata. Actual salary £17,345.

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

If you would like to discuss the role or find out more, please contact Julie Viggers on 01295 720777. A job description and application form is available from our website: [Vacancies - Warriner Multi-Academy Trust \(warrinermultiacademytrust.co.uk\)](https://www.warrinermultiacademytrust.co.uk) or via email 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 12th December 2025 at **1pm**

We may interview and appoint suitable candidates before the stated closing date

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).