



Sibford Gower Endowed Primary School
(A member of Warriner Multi Academy Trust)
Acre Ditch, Sibford Gower
Banbury OX15 5RW

E-mail: recruitment.4007@warriner.oxon.sch.uk

Executive Headteacher: Dr Annabel Kay
Headteacher: Mrs Jane O'Sullivan

Office & Finance Administrator
Start Date February/March 2026

Sibford Gower Endowed Primary School is a small, village school and part of The Warriner Multi Academy Trust. It is a popular choice of school for families in the local area and is an inclusive environment in which to learn and work.

We are seeking to appoint an experienced Office & Finance 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 19.5hrs over three days per week (days to be agreed at interview), Term Time only plus 5 inset days. The salary for this post is Grade 6 Point 8 £26,824 Pro Rata. Actual salary £12,102.

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 \(warrinermultiacademytrust.co.uk\)](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 information please contact Jane O'Sullivan, Headteacher, on 01295 780270

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

Closing Date: Friday 6th February 2026 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).