



### Administrative Assistant / Heads' PA Advert

Madley Brook and Springfield Schools are looking to recruit an Administrative Assistant and Head's PA on a fixed-term contract to cover a maternity leave.

This is an exciting opportunity to work on co-located sites and involves working for two schools and two Multi-Academy Trusts [River Learning Trust and the Gallery Trust].

We are looking for someone who has an excellent work ethos with a pride in what they do; is enthusiastic and uses their initiative with excellent communication and IT skills to join our fantastic administration team.

Madley Brook Primary School and Springfield Special School Primary pupils are co-located on the Madley Park estate on the north east side of Witney. The Springfield Secondary site is next door on the same site as Wood Green Secondary School.

The successful candidate will play an important part in ensuring that an effective, safe and efficient service is provided to staff, pupils and parents of both schools.

Full details of the position can be found on both schools' websites;

[www.madleybrook.org](http://www.madleybrook.org)

[www.springfield.oxon.sch.uk](http://www.springfield.oxon.sch.uk)

**Application** is via this link on the TES website

<https://www.tes.com/jobs/vacancy/administrative-assistant-heads-pa-oxfordshire-1626047>

Salary: Grade 7 - £23,023 – £24,920 pro rata (£19,831)

**Closing Date:** Friday 20<sup>th</sup> May 2022 at Noon

Shortlisting will take place with reference to the job description and person specification.

**Interview Day:** Tuesday 24<sup>th</sup> May 2022

**Start Date:** Monday 4<sup>th</sup> July 2022

For further details or to arrange a visit, please contact Mrs Emma Lawley Headteacher of Springfield School on 01993 703963 or email: [office.7012@springfield.oxon.sch.uk](mailto:office.7012@springfield.oxon.sch.uk)

River Learning Trust and Gallery Trust Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.