



Headteacher: Mrs Katherine Ryan

Communications Team Administrators

Matthew Arnold School is a secondary comprehensive with over 1000 students aged 11 – 18, in a pleasant setting just west of the A34, overlooking the city of Oxford, with an excellent local reputation.

Administrators are needed to provide an excellent service focused on student support and communication within the school community. The Team supports various departments and school activities, and manages student information and data.

The initial duties for the current vacancies are likely to relate to

- providing general administrative support to House Leaders in their work (linked to particular Houses)
- managing student attendance records using SIMS and Excel, including reports to governors and Ofsted
- managing student behaviour records (arranging individual's behaviour certificates and detentions)
- managing assessment records and preparing student progress reports

Suitable candidates will be proficient in office IT, especially in using spreadsheets and databases / Management Information System. Administrators need to have the ability to prioritise and manage a busy workload; show initiative, be flexible in their approach to the work of the team and be quick to learn.

All members of the Communications Team provide core administrative support (e.g. using SIMS database, letters, files, phone calls, CCTV); take duties in school reception, first aid, reprographics, work-experience visits/calls, the preparation and staffing of school events; the preparation, delivery and invigilation of examinations.

Grade 6: 37 hours a week, 38 weeks a year plus 5 additional days (school term plus Inset days). Starting salary £16,180 p.a. for these hours.

If you would like an informal conversation about the post then please telephone Liz Bickley, HR Manager, 01865 862232 ext 2007 who will put you in touch with the Communications Team Leader. For an application form and further details please visit our website at www.maschool.org.uk/contact/vacancies.

Applications can be emailed to hr@maschool.org.uk

Closing date: 14th January 2019 at 5pm.

Matthew Arnold School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

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www.maschool.org.uk