



Headteacher: Mrs Katherine Ryan

Communications Team Administrator

Matthew Arnold School is an 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.

An Administrator for our Communications Team is 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 assessment data. The initial duties of the Administrator for the current vacancy relate to student behaviour /attendance records using SIMS, and generally assisting House Leaders in their work.

Suitable candidates will be proficient in office IT with the ability to prioritise and manage a busy workload. Administrators need to show initiative, be flexible in their approach to the work of the team and quick to learn school systems, if not already working in a school.

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 cover, 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, 01865 862232 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: 18th October 2018 at 12 noon. Interviews will be held on 31 October 2018 (afternoon).

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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Arnolds Way, Oxford OX2 9JE

Tel: 01865 862232

Email: office@maschool.org.uk

www.maschool.org.uk