



OXFORDSHIRE HOSPITAL SCHOOL
Administrator

Date posted:	4 th June 2019
Start date:	1 st September 2019
Contract type:	Part time
Contract term:	Permanent
Salary:	Grade 8 point 18 – 23 (£24,313 - £26,999) 39 weeks per year 25 hours per week

Staff at the [Oxfordshire Hospital School](#) work with young people with medical needs from Oxfordshire and the surrounding counties. We are excited to be recruiting for a multi-talented administrator to join our team who can provide support for:

- Staff and pupils at the [Highfield Adolescent Unit](#)
- Exams and other external accreditations across the school
- Technology provision for pupils such as Chromebooks, Kindles and robots and maintaining the school website.

We are looking for a staff member who:

- Has the ability to work to a high degree of **accuracy** when dealing with exam administration
- Is able to be **flexible** to work more/different hours during the main summer exam period
- Has an interest in **technology** and a confidence to learn and share new systems
- High degree of **confidentiality** and awareness of safeguarding and data protection principles
- Has **willingness** to work across various settings and has a valid driving licence and car to travel between sites and schools in Oxfordshire.
- Is able to confidently speak and write to professionals from partner schools and NHS Trusts

Full support and appropriate training is available to help the successful candidate settle into the school team.

The job description and application form are available on our website at www.ohs.oxon.sch.uk/vacancies. Please contact Laura Campbell, School Business Manager on laura.campbell@ohs.oxon.sch.uk or tel 01865 957480 should you require any further information.

We are committed to safeguarding and promoting the welfare and safety of children and young people and promoting equality of opportunity.

Closing Date for Applications: Sunday 23rd June 5pm

Interview Date: tbc