



# Oaklands Community Primary School

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Headteacher: Ms K Parr B.Ed.  
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[www.oaklandsprimaryschool.co.uk](http://www.oaklandsprimaryschool.co.uk)

Dear Candidate

## **ADMINISTRATIVE OFFICER/RECEPTIONIST AT OAKLANDS PRIMARY SCHOOL**

We are seeking to appoint an experienced person to work as part of our administrative team in the school office.

The hours of work will be 8.30am to 3.30pm, Monday to Friday (32.5 hours per week, term time only). Lunch breaks are unpaid and you will take half an hour at lunchtime.

This is a term time only post which is paid in 12 equal monthly payments:

- 32.5 hours per week Grade 14 = £12.65 to £13.05 hourly rate (pro rata). £17,886 approx. per annum at start of grade.

The school has 427 pupils on roll; 14 mainstream classes and 2 classes within our specialist autism centre. We are proud of our children and all that they achieve. In our last inspection, OFSTED gave our school a very positive report; they recognised the children's attitude to learning and behaviour as outstanding.

We are looking for a candidate who:

- Is a positive first point of contact for parents, and people contacting the school
- Is solution focused
- Is able to work collaboratively with all colleagues
- Can competently use a range of computer software
- Has excellent communication skills, both verbal and written.

We can offer you:

- An innovative, vibrant and forward-thinking school where every day is different.
- Support from a dedicated staff team.
- Excellent training and a commitment to professional development.
- A state-of-the-art school with excellent indoor and outdoor facilities.

The closing date for applications is 3.00pm Wednesday 15 January 2025. If you have not received an invite for interview by Friday 17 January, you should assume that you have been unsuccessful on this occasion. Interviews will be held on Thursday 23 January 2025 and full information regarding the interview day will be sent to shortlisted candidates.

Pre-application visits are welcome as are telephone conversations. There is also a wealth of information on our website, which will give you an overview of our school.

Applications must be made using the form on the school website and forms should be emailed to the school office at [office@oaklandsprimaryschool.co.uk](mailto:office@oaklandsprimaryschool.co.uk) or sent by post. **CV applications will not be accepted.**

I look forward to meeting you.

Yours faithfully

Ms K Parr  
Headteacher