



Oaklands Community Primary School

Preston Grove

Yeovil

Somerset

BA20 2DU

Tel: 01935 425447

Headteacher: Ms K Parr BEd NPHQ
Chair of Governors: Mr C Johnson MBE

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www.oaklandsprimaryschool.co.uk

22 July 2025

Dear Candidate

ADMINISTRATIVE OFFICER/RECEPTIONIST AT OAKLANDS PRIMARY SCHOOL

We are seeking to appoint an experienced and enthusiastic individual to join our administrative team as an Administrative Officer/Receptionist. This is a key role in our school office, providing a welcoming first point of contact for visitors and supporting the smooth running of day-to-day operations.

Working Hours - Monday to Friday, 8:30am to 3:30pm (32.5 hours per week, term time only). Please note that lunch breaks are unpaid and you will take 30 minutes each day.

Contract Type - Permanent, paid in 12 equal monthly instalments.

Grade 14: - £12.65–£13.05 per hour (pro rata), starting salary approximately £17,886 per annum.

The school has 427 pupils on roll; 14 mainstream classes and 2 classes within our specialist autism centre. We are extremely proud of our children and their achievements. In our most recent 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
- Takes a solution focused approach to challenges
- Works collaboratively with all colleagues across the school
- 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.
- A supportive staff team
- Ongoing professional development and training opportunities
- A state-of-the-art school with excellent indoor and outdoor facilities

The school is committed to safeguarding children and young people, all posts are offered subject to comprehensive pre-employment clearance.

The closing date for applications is Thursday 11 September 2025 at midday. If you have not received an invite for interview by Friday 12 September 2025, please assume that your application has been unsuccessful on this occasion. Interviews will be held on Tuesday 16 September 2025 and full information regarding the interview day will be sent to shortlisted candidates.

We warmly welcome and encourage visits to the school. Please email the school office at office@oaklandsprimaryschool.co.uk to arrange a visit - emails will be monitored periodically over the holiday period. There is also a wealth of information on our website, which will give you an overview of our school.

Please note that CVs will not be accepted. All applications must be completed using the form available on our website and submitted either by email or by post to the school office.

We look forward to receiving your application and hope to meet you soon.

Yours faithfully

Ms K Parr Headteacher