



The Priors School  
A member of Warriner Multi Academy Trust  
School Lane, Priors Marston  
Warwickshire CV47 7RR  
E-mail: [recruitment.4007@warriner.oxon.sch.uk](mailto:recruitment.4007@warriner.oxon.sch.uk)  
Headteacher: Mr Ricky Emms



**Office Manager**  
**START DATE: As soon as possible**

Are **you** interested in an exciting opportunity?

Do **you** want to work in a school that “puts children at the heart of all of its decisions”?

Do **you** want to work in a school that actually values its staff and prioritises well-being and workload?

Do **you** want to work in school that celebrates individuality, and encourages children to be the best that they can be?

If this is what you are looking for in a school, then The Priors School has a job available for you! We are looking for a Teaching and Admin Assistant to support the children in our school and join our thriving team.

This will be a permanent position, to work 33.75 hours per week (8.30am – 3.45pm), term time only plus one additional week. The salary for this post is Grade 7 point 13 £26,873 Pro Rata. Actual salary £20,985

**What we are looking for someone who has:**

- Motivation and a true passion for all children to achieve their potential
- High expectations of themselves and the children in our care
- Initiative, dedication, and energy
- Excellent communication, literacy and numeracy skills
- A commitment to team working and understands the importance of strong working relationships

**What we offer:**

- A school with a clear moral purpose and drive for ‘excellence for all our children’
- Excellent opportunities for personal development opportunities
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face to Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men’s Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

**Application Procedure**

If you would like to discuss the role or find out more, please contact Fleur Maxwell-Middle [office@thepriorschool.co.uk](mailto:office@thepriorschool.co.uk) A job description and application form is available from our website: [Vacancies - Warriner Multi-Academy Trust](http://vacancies-warriner-multi-academy-trust.co.uk) ([warrinermultiacademytrust.co.uk](http://warrinermultiacademytrust.co.uk)) or via email [recruitment.4007@warriner.oxon.sch.uk](mailto:recruitment.4007@warriner.oxon.sch.uk)

*Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.*

**Closing date:** Wednesday 9<sup>th</sup> October at **1pm**

*We may interview and appoint suitable candidates before the stated closing date*

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*