

Admin / Finance Assistant – Grade 7

Term Time + 3 weeks

37 hours per week

Windmill is a place where we are creative, personal, friendly and open. We try to instil trust, inclusivity, respect and honesty amongst the whole school and wider community. We say “yes” to trying new things and know the sky's the limit for the children that come here. Staff are trusted and encouraged to take risks. Most of all, the staff are a team who support each other, welcome others and provide positive role models for all.

We are seeking a lively, outgoing person to join our small friendly admin and finance team who has a passion to give great customer service. The starting date for this position is 1 September 2026.

Your role will be the first point of contact for visitors to the school so a friendly, helpful personality will need to shine through. It is a very busy school office so the ability to cope and remain calm with many interruptions and be able to multi task are essential criteria.

The main duties include reception duties, recording and monitoring attendance along with some finance work such as orders / invoices and recording breakfast club attendance and payments.

It would be an advantage to have worked previously in a school setting and have knowledge of school IT systems such as SIMs, Microsoft packages and email.

The full job description and application form can be viewed on our website at www.windmill.oxon.sch.uk.

Application Procedure

Please download and complete the Oxfordshire County Council Support Staff Application Form (Aug 22) and return it to office.2527@windmill.oxon.sch.uk

Closing Date: Thursday 9 July 2026

Interview Date: Tuesday 14 July 2026