

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. This position is open for an immediate start.

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 an 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: Wednesday 30 September 2026

Interview Date: Monday 5 October 2026

OCC Safeguarding Statement

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.