Safeguarding, SEND and Health & Safety Administrator

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.

School: Windmill Primary School
Hours: 25 hours per week - exact hours/days to be negotiated (term time only)
Contract: Fixed term for 24 months funded by current budget allocation. Subject to budget review possibility of extension / transfer to permanent
Responsible to: Headteacher / Senior Leadership Team (SLT)
Grade: 6 / 7 Depending on experience (£15,619 - £18,304)

Job Purpose

To provide efficient and confidential administrative support across safeguarding, Special Educational Needs and Disabilities (SEND), and health and safety. The postholder will play an important role in ensuring that safeguarding records are accurately maintained, actions are followed up promptly, SEND documentation is prepared effectively and health and safety information is kept up to date and accessible.

The role requires an organised, proactive and flexible individual who can manage competing priorities, exercise discretion and work collaboratively with colleagues to support the effective running of the school.

Personal Qualities

The postholder will be expected to demonstrate:

- **Discretion and integrity:** the ability to manage sensitive information responsibly.
- **Attention to detail:** a commitment to accuracy and high-quality administration.
- **Initiative:** the confidence to identify priorities, follow up outstanding actions and raise concerns.
- **Resilience and adaptability:** the ability to manage interruptions and changing demands in a busy school environment.
- **Professionalism:** a calm, respectful and solution-focused approach to colleagues and external contacts.
- **Teamwork:** a willingness to support colleagues across different areas of school administration.

A full job description can be viewed on our website at www.windmill.oxon.sch.uk.

How to Apply

Please download the Oxfordshire County Council Support Application Form (Aug 2022) and email back to office.2527@windmill.oxon.sch.uk.

References are taken up prior to interview for all school positions so please ensure your referees are aware you have nominated them so we get a speedy response.

Safeguarding Statement

Windmill Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to act in accordance with the school's safeguarding policies and procedures.

The successful candidate will be required to undertake the appropriate pre-employment checks, including an enhanced DBS check and any other checks required for the role, in accordance with current statutory guidance.

The postholder must complete relevant safeguarding training and maintain an understanding of their responsibilities for reporting and escalating concerns.

Closing Date: 13 November 2026
Interview Date: To be confirmed