



# HEADINGTON RYE

## OXFORD

### **Receptionist/Administrator, part time, term time**

Start date: September 2026

Hours of work: Monday - Friday 7.40 am – 1.10 pm

**Salary:** The prorated salary for a full academic year (approximately 33 weeks @ 5.5 hours per day) plus 5 inset days is approximately £15,995 per annum depending on skills and experience.

(The full-time-equivalent salary based on 37.5 hours per week, all year-round would be approximately £28,317 per annum).

Headington Rye Oxford Prep School stands in its own beautiful 12-acre secure and secluded site, complete with wooded playground area and wonderful outdoor surroundings. In a warm, safe and nurturing environment where individuals come first, Headington Rye Oxford is renowned for its commitment to academic excellence, pastoral support and an impressive range of extracurricular opportunities.

We are seeking an enthusiastic individual for this position which offers the opportunity for involvement at the heart of the School's business in a busy and continuously changing environment. You will undertake a wide range of administrative work for the Prep School, to provide an excellent and efficient service for the School.

The workload in Reception is demanding, requiring excellent communication and organisational skills. You will show great flexibility and enjoy working as part of a wider team and have the ability to work to deadlines.

**If you are interested in applying for this position please refer to our website: [www.headington.org](http://www.headington.org) for a job specification and an application form. Please send your completed application form and covering letter to [recruitment@headingtonschool.com](mailto:recruitment@headingtonschool.com)**

#### **PLEASE APPLY IMMEDIATELY**

***Please note that applications will be reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.***

Headington Rye Oxford is committed to safeguarding and promoting the welfare of children and young people. Applicants must be able to provide evidence of having the right to live and work in the UK and must undergo child protection screening, including checks with past employers and DBS and barred lists checks. The School expects all staff and volunteers to share this commitment. Headington Rye Oxford is an equal opportunities employer.



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