



Part-time Vacancy – Abingdon Partnership of Schools Coordinator

Closing date for applications – Tuesday 6th May 2025

Interviews – Successful applicants will be invited to interview week commencing Monday 19th May 2025

Position start date – 1st September 2025. Initially, this is a 1-year fixed term contract with a view to becoming permanent.

Salary – Grade 9, £17.29 per hour

The Abingdon Partnership of Schools is seeking to appoint an energetic, creative and enthusiastic Coordinator to join our very successful Partnership. The Partnership is made up of nineteen primary schools, three secondary schools and one special school.

The person appointed will coordinate and support the Partnership in its collaborative work, liaising with the schools and their partners. The position would suit someone who has good communication, people skills, and a high level of administrative competence, who is looking for a stimulating role with diverse responsibilities, along with the rewards of contributing to enhancing the education of young people.

The successful candidate will need to be hard working, adaptable with the ability to show initiative and work independently. The post holder will be expected to act as clerk for all the Partnership meetings – including the steering group and should have a wide range of administrative experience. They should be familiar with analysing information, monitoring budgets and bid writing.

The post is for 10 hours per week term time only, with some flexibility to accommodate scheduled partnership meetings and conferences. The work will be at various school sites in the Abingdon area, and from home.

For further information or if you would like to discuss the post informally before applying, please email Katy Walsh: head.2605@caldecott.oxon.sch.uk.

Please send your completed application to recruitment@caldecott.oxon.sch.uk. We are unable to accept applications via agencies or CV.

'Working together; leading learning; broadening horizons'.