



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

Bartholomew Road, Cowley, Oxford, OX4 3QH

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Head Teacher: Steve Dew

Experience	<ul style="list-style-type: none"> • General clerical and administrative work
Essential	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Good IT skills in word, excel and emails • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Knowledge of DBS procedures & Safeguarding procedures • Good understanding and ability to use relevant technology • Participate in development and training opportunities • Good communication skills
Desirable	<ul style="list-style-type: none"> • Knowledge of SIMs database • Appropriate knowledge of first aid