

Administrative Assistant

Closing date:	Tuesday 30 th June 2026
Interview date:	Tuesday 7 th July 2026
Job Start Date:	1 st September 2026
Contract/Hours:	Permanent contract, 25 hours per week
Salary Type:	Support Staff
Salary Details:	Grade B (£14,698 - £14,895 pro rata, pay award pending)
Hours of work:	8am – 1pm Monday to Friday, term time only

We are looking for a friendly, organised and efficient Administrative Assistant to join our welcoming school admin team of two Admin Assistants and a School Business Manager.

Swanmore C.E. (Aided) Primary School is a thriving, popular two-form entry village school with approximately 410 pupils on roll. It is located in the heart of Swanmore, a picturesque village between Wickham and Bishops Waltham, within easy reach of Portsmouth, Southampton and Winchester. With cheerful, enthusiastic pupils and a wonderfully supportive staff team, Swanmore Primary is a fantastic place to work!

As the first point of contact for many parents, visitors and pupils, you will play a key role in creating a positive and professional front-of-house experience, as well as supporting the smooth day-to-day running of the school office.

Your key areas of responsibility will be:

- Providing a warm, professional reception for visitors and callers
- Managing school dinner ordering, administration and catering returns
- Maintaining the school's MIS System, Arbor, ensuring it is up-to-date, including all data returns
- Administration relating to school trips and residentials
- Updating the school website and calendar
- Assisting with school communications to parents including emails, newsletters and weekly bulletins
- Providing first aid and welfare support as required
- Supporting the wider admin team and leadership as required

The successful candidate will:

- Be highly organised with excellent attention to detail
- Have strong interpersonal and communication skills
- Be confident using IT systems, particularly Microsoft Office and Arbor
- Have the ability to maintain confidentiality and understand safeguarding procedures
- Be able to work efficiently, using initiative and resilience to solve work related problems
- Work well as part of a team in a busy, fast paced environment

- Support the school's ethos and values
- Be, or prepared to be, First Aid trained
- Have GCSE Maths and English at level 4 or above (or equivalent)

We can offer the successful candidate:

- A commitment to professional development
- A caring and vibrant school where staff enjoy working as part of a successful team, are encouraged to be creative and have fun
- A spacious and well-resourced working environment
- Membership to the Local Government Pension Scheme
- Term time contract (to include working 5 additional days in the school holidays) so fits in well around family life

Our staff and parents are very supportive and we have a close relationship with St Barnabas Church. You can find out more about the school by visiting our website www.swanmoreprimary.org.uk.

Visits are warmly welcomed. To arrange a visit please phone 01489 894555 or email adminoffice@swamore-pri.hants.sch.uk – we look forward to meeting you.

To apply, please use this link to complete your application on Education Jobs South: [Hampshire County Council Jobs - Admin Assistant](#)