



Droxford Junior School
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SO32 3QR

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✉ adminoffice@droxford.hants.sch.uk

🌐 www.droxfordjunior.co.uk

Headteacher: Matthew Dampier

Dear Applicant,

Re: Admin Assistant Grade C – Maternity Cover

Thank you for your interest in the vacancy for Admin Assistant at Droxford Junior School. We are seeking an enthusiastic, resourceful and conscientious Admin Assistant who will join the team and make a real impact in the school office covering maternity leave for a year. You will need to be able to confidently communicate effectively in a warm and professional manner at all times. We are looking for someone with a 'team spirited' attitude to their work, whilst being confident, flexible and having a highly organised approach to dealing with a wide range of tasks including; reception duties, general administrative tasks and assistance with pupil welfare.

The successful candidate will need to prove they have Maths and English at GCSE grade C or equivalent. The position will be a temporary contract for approximately one year starting 1st September 2025.

The role will be for 21 hours a week across three days, timetabled as follows:

- Monday and Friday 8:30am – 4:30pm (7.5 hrs + ½ hr lunch)
- Tuesday 8:30am – 3:00pm (6 hrs + ½ hr lunch)

The hours could be flexible for the right person.

The closing date for applications is **Thursday 19th June 2025**. Shortlisted candidates will be invited to an interview on Wednesday 25th June 2025. If you have not heard from us by then, you must assume that your application has been unsuccessful.

Droxford Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

