Cupernham Junior School
Bransley Close
Romsey
Hampshire SO51 7JT

Headteacher: Mr S. Frost BA (Hons) PGCE NPQH
Deputy Headteacher: Mrs K. Reilly BA (Hons) PGCE

November, 2026

Admin Assistant

C Grade – to start in January, 2027

I am delighted that you considering applying for the post of Admin Assistant at Cupernham Junior School. This is an exciting opportunity to join our friendly, dedicated and highly effective team at a thriving school that was judged Good by Ofsted in September 2023. As one of the first points of contact for pupils, families, staff and visitors, our administrative team plays a vital role in supporting the smooth running of the school and helping to create a welcoming environment for our community.

We are looking for an organised, professional and approachable individual who enjoys working in a busy office environment and takes pride in providing excellent administrative support. The successful candidate will be someone who is able to work effectively as part of a team, build positive relationships with others and manage a range of responsibilities with accuracy and efficiency.

At Cupernham Junior School, relationships are our roots. We are committed to ensuring that every child flourishes academically, socially and emotionally, and our administrative team is an essential part of making this happen. We are therefore seeking someone who shares our values of Responsibility, Kindness, Joy and Aspiration, and who is keen to contribute positively to the life of our school.

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

We trust you find the enclosed information pack of interest. Visits to the schools are strongly encouraged and warmly welcomed – please contact our school office on **01794 512702** or email at s.townsend@cupernham-jun.hants.sch.uk to arrange a time to see the school for yourself and speak with myself or a member of our senior leadership team.

I hope the information in this pack gives you a sense of the role and our school. We look forward to receiving your application.

Yours sincerely,

Mr Simon Frost
Headteacher

"Pupils are happy and keen to learn. They build strong relationships with staff and feel safe. Pupils know that staff expect them to behave well, and they make great efforts to meet these high expectations. Pupils are welcoming and courteous in classrooms and around school."

~ Ofsted Report, September 2023

What our school can offer you

At Cupernham Junior School, we are extremely proud of the culture, vision and the opportunities we offer our children. We are also rather proud of what our school can offer you and how we can support your own professional development so that you too can become the very best you can be.

Cupernham Junior School offers:

- The chance to make a meaningful impact on the lives of children and families, and to contribute to shaping the future of education;
- A school with real heart and soul, where relationships are at the heart of everything we do – where these are strong and teamwork is highly effective;
- Children who are happy, motivated and eager to learn;
- An inclusive school where everyone is valued and there is the aspiration to succeed;
- A school that welcomes fresh ideas and embraces creativity;
- A commitment to all our professional development (through well-designed CPD and coaching opportunities);
- A supportive working environment that promotes effective work-life balance;
- A commitment to fostering a culture of trust, respect and empowerment;
- Staff who are keen to improve further and hold the children at the heart of everything they do;
- A leadership team who support and develop staff to be the best we can be;
- Supportive parents who are keen to be involved in school life;
- A team of governors who are keen to support and challenge the school to be the best that it can be.



WHAT OUR SCHOOL OFFERS

Our School's Vision & Values

Cupernham Junior School…

… where **relationships** are our roots

… where we embrace the **Responsibility** to learn and grow together

… where we sow the seeds of **Kindness**

… where **Joy** blossoms in ourselves and in others

… where we reach to the high branches of **Aspiration**









As well as our core values above, we have also developed our learning values – the 5 Cupernham Cs – to act as curriculum drivers and help develop our children as lifelong learners.

Curiosity – for our children to develop a desire to want to know more, to pursue knowledge

Creativity – for our children to develop their knowledge and understanding of what creativity can be (in terms of artistic expression, problem solving and through looking and thinking about things in different ways)

Courage – for our children to develop the skills and character to take appropriate risks in their learning; to persevere and be determined in pursuit of a goal

Collaboration – for our children to work well with others in order to be successful

Commitment – for our children to recognise that something worth achieving is often challenging and for them to stay committed to achieving their goals











Our School Vision and Values

Staffing Structure

The Senior Leadership Team includes the Headteacher, Deputy Headteacher, Assistant Headteacher and our Inclusion Leader. The SLT is supported by four year leaders.

Inclusion Support Team - Our Inclusion Leader leads a team including our SENCo, Family Support Worker and ELSA.

Teachers - The staffing structure provides for twelve full time class teachers (with currently 10 full-time and 4 part-time teachers).

Learning Support Staff - There are currently 3 HLTAs and 9 LSAs

Office Team - A School Business Manager, Admin Officer and Admin Assistant





The School and its Grounds

Our school shares an attractive eight-acre site with Cupernham Infant School with whom we have a close relationship.

The grounds have real potential and there are plans to develop them further in order to maximise the learning potential for our children as well as providing a pleasant environment for everyone. Particular features of the grounds include a pond and environmental area, allotment space and outdoor learning classroom. We also have a woodland area which is used to deliver our Forest School provision. As well as the normal outdoor sporting facilities, the school also benefits from having its own outdoor, heated, 25-metre swimming pool, which is a focal point for swimming teaching and our swimming gala in the Summer term.





We have an active School Council and Eco Council with representatives from all year groups meeting regularly to discuss activities within the school and ideas for improvements.

"Pupils' personal development is a high priority. The school is ambitious for pupils to learn beyond the curriculum… A wide range of trips and activities support pupils."

~ Ofsted Report, September 2023

Our Current School Improvement Priorities

Our current School Improvement Plan seeks to ensure that our school continues to develop through the following aims:

- **To further develop foundational knowledge and skills in our children**
- **To improve attendance, particularly for our most vulnerable children**
- **To reflect upon and further develop our relational practice across all aspects of school life**
- **To capture and further develop our personal development offer at Cupernham**

A Love of Reading

A central part of who we are as a school is our passion for reading and our vision to instil a love of reading in all our children and throughout our community.



Over the past two years, we have re-designed and had installed a brand-new library; added thousands of new book titles to our shelves; shared why and how reading can benefit each of us; purchased our own book vending machine; and, given out thousands of golden tickets (used to motivate and reward our children to keep reading for pleasure).

Safeguarding

We are proud of our safeguarding culture and recognise its paramount importance. We acknowledge that safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain a culture of "it could and does happen here" where safeguarding is concerned.

"Pupils concentrate well, listen patiently and strive to meet any challenges that they are set. They work individually and in groups with enthusiasm. Pupils work hard and show pride in what they achieve."

~ Ofsted Report, September 2023

Application and Selection Processes and Timetable

Grade and Hours of Work	**Grade C** **35 hours per week, term-time, plus 1 week during the school holidays (8:30am – 4:00pm) (30-minute unpaid lunchbreak)**
Deadline for applications:	**Monday 7th December – by 12:00pm.** We will then shortlist candidates and contact you to notify you if you have been called for interview.
Interview information:	Interviews will be held on **Friday 11th December.** Information on what to expect on the day will be shared with you as a part of the invitation to attend.
Application form:	The Application form to be completed is available from the Hampshire Education Jobs website: https://www.hants.gov.uk/jobs/education-jobs/application
Please send applications to:	Sarah Townsend, School Business Manager Cupernham Junior School Bransley Close Romsey SO51 7JT s.townsend@cupernham-jun.hants.sch.uk

All candidates will be notified and successful candidates called for interview by the end of Tuesday 8th December for interviews at Cupernham on Friday 11th December.



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Please find the job description and person specification below.

Application Process

ADMIN ASSISTANT

JOB DESCRIPTION

JOB DESCRIPTION

QUALITIES

It is expected that the Admin Assistant will:

- Act as the first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination
- Be able to relate effectively to staff, children, parents, governors and the public;
- Promote good relationships amongst those working within the school and contribute to the wider school team
- Be sensitive to the needs of others and be able to develop a reassuring atmosphere at all times;
- Be able to work on his/her own initiative in the execution of the duties outlined below;
- Take a creative approach to problem-solving to identify and resolve issues as they arise;
- Be committed to continuous school improvement

DUTIES

People Management and customer service

- Contribute to the smooth running of the school's reception, telephone system, stationary and hospitality facilities
- Ensure a caring and calm 'front of house' organising and prioritising parental and other stakeholder appointments
- Liaise with visiting contractors in the absence of the caretaker.
- Provide hospitality to visitors
- Act as first point of contact for general parent/pupil/visitor enquiries, responding within the standards procedures

Welfare

- To maintain a current first aid qualification.
- Tending sick children, giving first aid and administering prescribed medications
- Assuming a necessary role in any evacuation procedures
- To manage lost property arrangements.
- Assist with emotional support children

JOB DESCRIPTION

Administration

- Maintenance of appropriate filing systems.
- Manage preparation and word processing of school correspondence and other documents.
- Produce routine correspondence for head teacher's approval
- Produce programmes for school events
- Apply a wide range of standard processes and procedures under supervision
- Produce and process routine documentation for teaching staff
- Input and extract staff/pupil information using manual and computer-based systems, including medical information
- Apply basic financial payment procedures to handle cash and record financial transactions
- Produce the fortnightly newsletter using a template on Publisher

Curriculum Support

- To provide administrative support to teaching staff e.g. photocopying, letters etc
- To potentially attend on school trips, and other events, if necessary

Other

- To treat all information as confidential.
- To carry out other such duties as may be reasonably allocated within the purview of the post.
- Awareness of equality issues and health and safety regulations.
- Promoting/marketing the image of the school in all contact with the outside world.
- Awareness of safeguarding of children.

ADMIN ASSISTANT: PERSON SPECIFICATION

D = Desirable (all other specifications are essential)

PROFESSIONAL QUALIFICATIONS	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • First-aid certificate, or willingness to complete and maintain training **(D)**
EXPERIENCE	• Recent, relevant office experience • Experience or knowledge of school settings • Experience of working with children
SKILLS AND KNOWLEDGE	• Ability to manage own workload and that of others • Ability to work independently and as a member of a team • Excellent interpersonal and communication skills, written and orally • Flexible approach to work according to the needs of the service • Excellent organizational skills • Confident in use of IT applications • Ability to demonstrate high levels of attention to detail • Ability to use initiative and work without supervision • Ability to prioritize conflicting demands • Knowledge of and commitment to equal opportunities • Ability to demonstrate a commitment to customer service • Ability to work to specified timelines • Knowledge of word and excel and publisher • Knowledge of health and safety requirements
PERSONAL SKILLS AND ATTRIBUTES	• Evidence of establishing working relationships with colleagues • Evidence of establishing excellent working relationships with pupils, staff, parents and other adults within the school community • Is flexible • Ability to take initiative • Hard working and committed • Positive and good humored
SAFEGUARDING CHILDREN	• A strong understanding of safeguarding requirements and practise of ensuring that children are safe from harm • Has a strong understanding of responsibilities in ensuring that children are safe and ensures that policies and guidance are followed

This job description may be amended at any time in consultation with the postholder.