

Admin Assistant Permanent, Part Time

An exciting opportunity has arisen to join the team here at Oliver's Battery Primary and Nursery School. We are looking to recruit an efficient, unflappable and above all, friendly admin assistant to fulfil a crucial role in the smooth running of the school.

If you can use your initiative, are naturally organised and have a positive 'can-do' attitude then this could be the role for you. As an Admin Assistant you will be the first point of call for parents, visitors and children. You will need an approachable, confident and professional manner whilst holding confidentiality and safeguarding in the highest regard.

Above all else, we are looking to recruit a team member with a positive approach and attitude and an aptitude for admin work. We can provide training to fulfil the wide range of tasks within this role but you may already have recent, relevant experience. We would be delighted if you could visit us to see for yourself what we can offer each other!



Application Deadline:

Noon Wednesday 1st July 2026

Interview Date:

Tuesday 7th July 2026

To start:

Tuesday 1st September 2026

Pay Scale: Grade B1 £12.85 per hour.

Visits are warmly welcomed.

Please contact our school office to book a school tour.

01962 869496

admin@oliversb.com

READY  RESPECTFUL  SAFE

 **Oliver's Battery**
PRIMARY & NURSERY SCHOOL

Letter from the Headteacher

Job details

Our School

Learning at Oliver's Battery

Advert





Austen Avenue
Winchester SO22 4HP
Telephone: 01962 869496
Email: admin@oliversb.com

Headteacher: Miss Sarah Vittle B.Ed (Hons)

May 2026

Dear Colleague,

Thank you for showing an interest in the Admin Assistant vacancy at Oliver's Battery Primary and Nursery School. I am delighted to enclose an application pack for your information.

Oliver's Battery Primary and Nursery School is a happy, seven class Primary School with 224 pupils on roll including children in our Nursery setting. Set on the outskirts of the historic city of Winchester, we enjoy a prominent position in the heart of Oliver's Battery. When our school was inspected by Ofsted in January 2025 the outcome was that the school continues to be 'good' and that 'Pupils like attending this school because everyone is so caring.' The pupils here at Oliver's Battery are the stars of the show; they are enthusiastic children who enjoy learning. Parental support is very strong and the Governing Body is effective.

This is an exciting time for our school. Having joined the school in April 2024, I am thrilled to work alongside a strong team of likeminded teachers and support staff who pride themselves on a shared determination to provide a successful, safe and caring school where all children can thrive.

We are currently seeking an Admin Assistant to work two and a half days a week. We are looking for a team player who has the appropriate skills and knowledge to enable our office to run smoothly and efficiently. If you are organised, flexible, caring and have a good sense of humour, this could be the job for you!

The closing date for applicants is Noon on Wednesday 1st July 2026 and shortlisting will take place on this day. Successful applicants will be invited to attend for interview on Tuesday 7th July 2026.

I would be absolutely delighted to welcome you to school for a visit to meet some of the children and see for yourselves what we can offer each other. Alternatively, if you would like an informal chat about this position, please do phone and ask to speak to me. If you feel you would enjoy the challenge and rewards of working with us, we would be pleased to receive an application from you. I very much look forward to hearing from you.

Yours sincerely,

Sarah Vittle

Headteacher

Details about the Post, Selection Process and Timetable:

Details about the post: Admin Assistant

Grade: B1, £12.85 per hour

Type of post: Permanent, Part Time, School Term Time Only (39 weeks per year)

Safeguarding of pupils:

School statement: This School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of 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.

Context for the vacancy:

Reason for vacancy: Current Post Holder has relocated.

Expected start date: 1st September 2026

End date: n/a

Working Hours: 19 hours per week (School Term Time Only)
Monday and Thursday 8:15am - 4:15pm and Friday 9am—1pm.
There is some flexibility on Friday hours.

Terms and conditions:

School statement: This post is offered subject to the terms and conditions laid down by Hampshire County Council for Support Staff.

Equal opportunities: *School statement:*

Rationale Oliver's Battery Primary and Nursery School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.

Purpose To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.

To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.

Guidelines Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.

No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national original, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs

Information about the recruitment and selection process:

Applications should be made to the School Business Manager, Simon Sleeman (s.sleeman@oliversbattery.hants.sch.uk)

Closing date for applications: **Noon** Wednesday 1st July 2026

Short listing: Wednesday 1st July 2026

Interview date: Tuesday 7th July 2026

Interview panel: Headteacher: Sarah Vittle, School Business Manager: Simon Sleeman

Visits Visits are encouraged and can be arranged via the school office on 01962 869496 or by emailing admin@oliversb.com.

Originally founded in 1973, Oliver's Battery Primary & Nursery School is a thriving community with happy, confident and kind children whose passion for learning shines through in everything they do. We offer excellent facilities for pupils and staff including a school hall and kitchens, a well-stocked library, a large playground, outdoor adventure equipment, an extensive school field, an Edible Playground and two Forest Schools.

Parents play an active role in school life with many volunteering to help in school as well as through the PTA group (FOBS) who fundraise to support the school. We are proud to offer a creative and nurturing Breakfast and After School Club supervised by our own staff. In addition, there are a large number of lunchtime and after school clubs to further enhance the opportunities available for children.



The school has a PAN of 30 and consists of eight classes:

Nursery:	Hedgehogs
Reception class:	Squirrels
KS1:	Ladybirds (Year 1) & Bumblebees (Year 2)
KS2:	Hares (Year 3), Foxes (Year 4), Herons (Year 5) & Kingfishers (Year 6)

Each class has a Class Teacher, as well as support from LSAs where appropriate, depending on the needs of the pupils within the classes.

There are currently 44 pupils on the SEND register and 6 of these children have an Education, Health Care Plan.

At Oliver's Battery we want children to enjoy their learning; develop enquiring minds, nurture the personal qualities they need to be good citizens of the world and develop a sense of their own nationality and culture, whilst encouraging a profound respect for the nationalities and cultures of others. Most of all, we want children to develop all the skills they will need to confidently face the world of tomorrow.



The curriculum at Oliver's Battery is broad and encourages the creativity of the children. For example, music is included, particularly with the Hampshire Schools Music Service that visits the school weekly to teach all the children in a variety of year groups. There are a number of peripatetic music teachers that visit the school and offer additional music lessons in a variety of different instruments.



At Oliver's Battery we recognise the contribution of PE to the health and well-being of the children. We believe that an innovative, varied PE curriculum and extracurricular opportunities have a positive influence on the concentration, attitude and academic achievement of all our children. A mix of different sports and opportunities for all to participate and compete at different levels is at the heart of our planning.

Advert - Admin Assistant

Closing Date: **Noon** Wednesday 1st July 2026

Shortlisting: Wednesday 1st July 2026

Interviews: Tuesday 7th July 2026

Contract/Hours: Permanent, part time (Term Time Only), 19 hours per week.

Monday & Thursday 8:15am-4:15pm. Friday 9am-1pm.

Salary: Grade B1, £12.85 per hour.

An exciting opportunity has arisen to join the team here at Oliver's Battery Primary and Nursery School. We are looking to recruit an efficient, unflappable and above all, friendly admin assistant to fulfil a crucial role in the smooth running of the school.

If you can use your initiative, are naturally organised and have a positive 'can-do' attitude then this could be the role for you. As an Admin Assistant you will be the first point of call for parents, visitors and children. You will need an approachable, confident and professional manner whilst holding confidentiality and safeguarding in the highest regard. As well as the routine tasks such as front of house, handling registers, ordering daily lunches and administering first aid, there will also be other tasks which will include:

- Responsibility for Pupil Admissions paperwork and for maintaining pupil records.
- Data input on the Arbor data management system
- Supporting the maintenance of our school Social Media accounts.
- Making appointments and managing the online school diary
- Updating the school website
- Writing and distributing parent communications
- Handling cash and managing online payments
- Photocopying, filing and laminating
- Occasional lunchtime and breaktime supervision

Above all else, we are looking to recruit a team member with a positive approach and attitude and an aptitude for admin work. We can provide training to fulfil the wide range of tasks within this role but you may already have recent, relevant experience.

Application Procedure

We would be delighted if you could visit us to see for yourself what we can offer each other. I would also encourage you to visit our website and download our application pack. Alternatively if you would like an informal chat about this role please do phone and ask to speak to me. If you feel you would enjoy the challenge and rewards of working with us, we would be pleased to receive an application from you. Please forward your completed application form to me at s.sleeman@oliversbattery.hants.sch.uk. I very much look forward to hearing from you.