



# Swaythling Primary School

Mayfield Road, Swaythling, Southampton, SO17 3SZ

Headteacher Mr J Draper B.Ed NPQH  
info@swaythlingprimary.org Tel: 023 8055 2252



April 2026

Dear Applicant

Thank you for requesting an application pack for the post of Admin Assistant at our school.

Please find enclosed:

- Application form
- Job Description
- Person Specification

This is an exciting time for Swaythling Primary, and we are keen to get the right person to join us in writing the next chapter of our story. We are equally keen for you to be sure that this is the school in which you see yourself making a difference. Please feel free to arrange a visit, or get in touch if you would like to know more about the school and/ or the community we serve.

Completed application forms may be emailed, posted or delivered by hand to the above address.

## COMPLETING THE APPLICATION FORM

Your application will be judged against the Job Description and Person Specification for the post. Please make sure that you:

- Refer to each point (essential requirements of the post)
- Give details of your experience in each area listed; include relevant details of current and previous posts

Please email completed application forms to [recruitment@swaythlingprimary.org](mailto:recruitment@swaythlingprimary.org) by Friday 8<sup>th</sup> May 2026, 12noon.

I wish you every success with your application and look forward to hearing from you.

Yours faithfully

V Brewer-Martin  
Head of School



National College for  
School Leadership