

St Luke's Church of England Primary School



Laying the Foundations for Life

APPOINTMENT OF SENIOR ADMINISTRATIVE ASSISTANT

Required for September 2026

Westbeams Road,
Sway,
Lymington,
Hampshire.
SO41 6AE
Tel: 01590 682431
Headteacher: Rachel Goplen



St. Luke's Church of England Primary School



“Laying the Foundations for Life”

Sway
Near Lymington
Hampshire
SO41 6AE

Headteacher: Mrs R Goplen, M.A., B.Ed(Hons)

Telephone: (01590) 682431
E-mail: adminoffice@st-lukes.hants.sch.uk
Website: www.st-lukes.hants.sch.uk

Dear Colleague,

I would like to thank you for expressing an interest in the post of Senior Administrative Assistant at our school. I am delighted to send you details of the post along with an application form.

From September 2026, we are looking to appoint a Senior Administrative Assistant. The key elements of this role are to provide an effective and efficient administrative support within the school, including providing a welcoming reception service with a good level of ICT skills being essential. The successful candidate will also be required to work at lunchtime as a lunchtime supervisor as part of our OPAL Play Team. The hours are 37 hours per week working 8.30am – 4.30pm Monday – Thursday with a 30 minute lunch break and Fridays 8.30am – 4.00pm with a 30 minute lunch break, 5 days a week, 40 weeks of the year. Pay will be on Grade C £25,186 - £26,244 pro rata. (hourly rate £13.05 – £13.60) depending on experience and qualifications.

The school has a very good ethos and we pride ourselves on providing a caring and welcoming learning environment. The children are motivated and enthusiastic about learning, and everyone is committed to the development of the whole child.

I hope that the accompanying information will excite and inspire you to apply for the post and wish you every success with your application. Do visit our school website at www.st-lukes.hants.sch.uk

Please do not hesitate to contact me should you wish to receive further information or make a visit to the school.

I look forward to receiving your completed application.

Yours sincerely,

Mrs Rachel Goplen
Headteacher

Information about St Luke's School



St Luke's CE Primary School is a popular village Church of England School (Ofsted 2009/ 2023 - Outstanding), catering for children from four to eleven years old, and is maintained by Hampshire LA. The current number on roll is 191.

Sway is a thriving village community with shops, church, youth centre, village hall, pubs and hotels. The school is situated in the heart of the village.

Set in the heart of the New Forest, 8 miles from the town of Christchurch, Sway is situated within the boundaries of the New Forest National Park midway between Bournemouth and Southampton. Sway has its own railway station on the main line between Weymouth and London Waterloo and there is easy access to the M27.

The school was built in the 1980s to replace the old village school and is set in attractive playing fields. Since it was built, the school has been extended significantly so that accommodation now includes 7 classrooms, a large hall, a library, music room/ breakfast / after school club room and offices/ administrative areas including a welcoming reception area for visitors. In addition to the school office, HT Office, DHT office, the school has a large staffroom and separate PPA room. There is a dedicated ELSA / Emotional Literacy Support room. IT facilities are regularly updated and augmented. We have banks of computers, a set of 82 Chromebooks and 45 Ipads. All classes are fully equipped with Macbooks and interactive Smartboards. All class teachers have their own macbook. We have fully functioning wireless facilities and make use of technology wherever possible to support learning.

The wonderful outdoor facilities are a particular feature of our school. With the aid of a variety of grants we have successfully developed:

- A woodland area
- An adventure playground
- A toy shed built to house the play equipment issued by pupils at playtimes
- A bicycle barn
- A Celtic Roundhouse



School organisation

The admission number for entry into the Reception year is 30. We admit up to 32 in Key Stage 2. Pupils are currently taught in seven classes from Year R to Year 6.

Staffing

We have an incredibly motivated and committed team of staff who all work collaboratively to ensure that all children achieve as well as they can. There is a real team spirit and staff at all levels are supportive of each other, whilst also positively challenging each other.

We currently have 7 FTE teachers plus the Headteacher, Deputy Headteacher and SENCO. We currently have 5 teaching assistants who work 5 mornings across the school and afternoons. Additional support in the afternoons is provided for pupils according to need. We also have 2 office staff and a caretaking and cleaning team who all ensure the smooth running of the school.

Our Governing Body

The school has a very supportive and involved team of governors. Our Governing Body, consists of 11 governors including 1 staff governor, 2 parent governors, 2 foundation governors, 2 co-opted governors, 2 Associate Governors and 1 Local Authority Governor. The main work of the Governing Body is carried out by 2 committees – the Education and Behaviour Committee and the Resources Committee. There is also a small Performance Management Committee which focuses on reviewing the performance of the school.

Ethos

At St. Luke's, we aim to ensure that all children are happy and confident; achieving their potential through focused, high-quality teaching & high expectations. The vision statement for the school is 'Laying the Foundations for Life'. Learning is key in all that we do. We believe that we are part of a learning community of schools across the world and consequently we teach a broad and balanced curriculum which aims to promote an 'international mindedness' in children. Alongside promoting fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance, our unique curriculum has a strong element of internationalism built into learning.



Aims of our school

- To value and appreciate one another irrespective of age, gender, creed or race, and to acknowledge that everyone has a part to play within our school community.
- To try our best at everything we do.
- To develop the ability to work independently, co-operatively and with self-discipline.
- To listen with respect to one another and be conscious never to damage another's self-esteem.
- To foster a caring attitude for the school environment, including the building, inside and outside areas, equipment and personal effects.
- To prepare pupils for the responsibilities, opportunities and experiences of adult life.

All those who work in or visit our school are expected to act in keeping with these aims and our school ethos.

There are a variety of opportunities for pupils to take on responsibility. For example, each class has two representatives on the School Council. We have an enthusiastic team of Eco-warriors and our Junior Road Safety Officers also promote safe travel to school. Pupils are also encouraged to support fundraising for local, national and global charities.

Pupils are divided into vertical 'house' teams for events such as sports day. House points are awarded to pupils for good effort, work, or behaviour, which contribute towards both certificates for the individual pupil and a team competition.

Learning and our Curriculum



As a school, we have worked hard to develop our curriculum. We follow the National Curriculum, placing an emphasis on the development of basic skills and when planning. We also incorporate a strong international dimension to learning, encouraging children to engage in social action and to be courageous advocates for change, locally, and globally. Children are encouraged to think about how they can make a difference.

In order to promote an **international mindedness** at St Luke's, each class also chooses an adopted country. Wherever possible, children learn about this country and use it as part of a comparative study. This year the adopted class countries are:

- Year R – Great Britain
- Year 1 – Great Britain
- Year 2 – Rwanda
- Year 3 – Italy
- Year 4 – Japan
- Year 5 – Brazil
- Year 6 – Australia

As a **Gold Global Neighbour School**, key to our curriculum is the promotion of 'international mindedness'. We want children to think and understand how they can contribute to an increasingly global world.

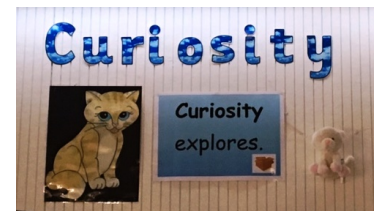


In addition to encouraging our children to become good global neighbours, we also focus on developing competitive **sport**, organising tournaments with local schools and entering competitions.

We promote children's **mental health** through the use of HeartSmart and **key learning behaviours are promoted** through use of our Learning Heroes and use of Secrets of Success all



We constantly refer to our Learning Heroes. We believe that if children are to succeed in their learning and in life, they need to adopt key learning behaviours and traits. Our Learning Heroes remind us about the different characteristics we need to adopt to be a great learner. In every classroom, there is an owl, tortoise, bee, chameleon, unicorn, cat and spider. They remind children to think about key learning characteristics – different ways to solve a problem like Wise Owl, the importance of being resilient, like the tortoise, the need to work hard, independently and collaboratively like Team Bee, the need to be adaptable like the chameleon and to make connections and links like the spider, the need to be creative like the unicorn and the need to be curious like the cat.



Staff plan in single year groups and each year group's themes have an international dimension, covering the full range of National Curriculum subjects.

Learning themes always start with an exciting 'Entry Day' and a motivating 'Hook'. We make use of regular assessment to plan next steps in learning for children and also ensure that planning and learning activities are well matched to the needs of different learners.

Learning themes are reviewed and updated regularly. We believe that it is important to help children to learn – academically, socially, spiritually, emotionally, and physically. In all that we do, we aim to meet the needs of our children and also ensure a broad and balanced curriculum.

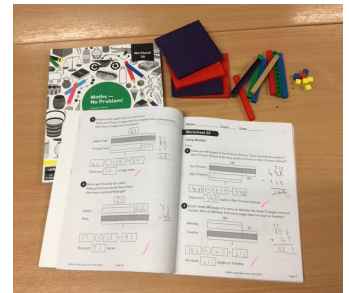
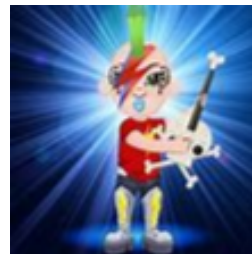


Little Wandle

We are a Little Wandle Champion School and use Little Wandle Letters and Sounds Revised to teach phonics in Year R and 1, and reading fluency in Year 2 and beyond. We teach handwriting using Little Wandle's Handwriting Scheme, from Year R.

Maths Mastery / Maths No Problem

As a 'Maths No Problem!' School, we use a Maths Mastery Approach and the Maths No Problem! scheme. Children are encouraged to develop fluency, reasoning and problem-solving skills through a concrete pictorial approach. In lessons, children use Maths No Problem! textbooks and workbooks. They also use concrete resources to ensure a depth of understanding and we aim to develop pupil's problem solving skills. As a school, we also place emphasis on children developing a strong grasp of basic number skills and their times tables. We use Numerbsense and a range of software to support this, such as Times Tables Rockstars.



Early Years at St Luke's School

We know that the support that children receive in the Early Years is crucial in enabling them to fulfil their potential. We also know that children develop quickly in the Early Years and a child's experiences between birth and age five have a major impact on their future life chances. For this reason, our Early Years Foundation Stage Curriculum and provision aims to ensure that we provide teaching and learning that gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life, enabling them to make the most of their abilities and talents as they grow up.

We make use of the **Early Years Framework** and **Development Matters** to plan our curriculum. We also build our provision around **Julian Grenier's, '7 principles of effective practice'**. We specifically aim to provide **the best for every child**. We want **every** child to make good progress and to ensure that no child gets left behind by planning for the learning and development of all children, assessing and reviewing what they have learned regularly.

A clear priority is placed on teaching children to read and phonics is taught using the **Little Wandle Letters and Sounds Revised Scheme**, right from the start when children begin school. In addition to reading, we also place a strong emphasis on children developing other foundational skills - speaking and listening, writing and learning of basic number skills.

Our curriculum planning is flexible so that we can respond and adapt to children's interests. Careful sequencing ensures children are helped to build their learning over time. Depth in early learning is prioritised rather than covering lots of things in a superficial way. The EYFS Statutory Framework outlining the educational programmes for each of the 7 areas of learning in the EYFS and Development Matters is used as a skeleton alongside knowledge of the children to design a meaningful set of curriculum experiences in Year R. What is planned and delivered in Year R will form the foundations for learning in KS1 and KS2.

Extra Curricular Activities

There are a variety of extra-curricular opportunities provided by staff, parents and private clubs:

- Woodwind, Guitar, Violin and Recorders
- Piano lessons
- Netball
- Football
- Gymnastics
- Musical Theatre
- Tag Rugby
- Gardening club
- The school has its own polytunnel and allotment area where pupils grow vegetables
- Y6 organise an annual musical production
- All children have the opportunity to complete their Bikeability Award.



Community links

A group of friends and parents regularly help in school with activities such as reading and gardening.

The school has a thriving fundraising group of parents and friends of the school. Funds raised through a variety of events have, for example, gone towards a new minibus, new Ipads and playground development.

The school has good links with the local church. The Church is used for the annual Harvest, Christmas, Easter and Leavers' Services.

The school maintains close links with the pre-school in the village to ensure that the transition to the Foundation Stage is as smooth as possible. The school is part of the pyramid group centred on Priestlands School at Lymington. Pupils currently move on to Priestlands School or to Highcliffe School in Highcliffe.

School Improvement / Areas for development

The school has been categorised as 'Outstanding' by Ofsted and is committed to maintaining its high-quality provision. Every year, the whole school team focuses on developing key areas. Current whole school priorities are:

- Continue to ensure that all pupils attend well.
- To continue to ensure that children learn exceptionally well across the curriculum. We are prioritising adapting of practice to meet the needs of all learners.
- To further improve the distinctive Christian character of the school. We are hoping to achieve re-accreditation as a Gold Global Neighbour School.
- To continue to maintain high standards in Reading, Writing and Maths throughout the school. We are focusing on improving Pupil Premium and children with SEND's attainment and rates of progress throughout the school.
- To continue to maintain high standards of behaviour at all times
- Encourage our children to stay safe and healthy; continue to maintain a healthy lifestyle through the taught curriculum and extra-curricular activities. We are specifically developing play opportunities for children at breaktime and lunchtime through the implementation of the OPAL programme.

Application Procedure

Candidates should complete the application form and return it so that it is received no later than 12.00 (noon) on Monday 10th August **by email to recruitment@st-lukes.hants.sch.uk or by post to**

St Luke's Primary School
Westbeams Road,
Sway
Hampshire.
SO41 6AE

An incomplete application form or form containing gaps may be returned for completion before it can be considered. You should provide a full statement in support of your application but do not restate factual details already given elsewhere. When you complete the enclosed application form, please let us know about

- Your personal beliefs about teaching and learning, and the philosophy which underpins your work.
- Examples of initiatives which you have led that have had an impact on standards
- The particular strengths you have to offer our school, and how you anticipate being able to use these to further develop the whole learning community.
- Personal interests and skills which enrich your life and work.

Selection Procedure

Short listing will take place following the closing date and candidates selected will be telephoned and called to an interview on Monday 17th August **(This date may be subject to change and we reserve the right to interview early)**. If you have not heard from the school by Thursday 20th August, please assume that on this occasion your application has been unsuccessful.

Further details will be sent out to those candidates called for interview. Before the interview, references of shortlisted candidates will be called for.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring form.

Postage

Insufficient postage occasionally leads to application forms being received after the closing date for applications has passed. To avoid this, please ensure that you attach sufficient postage to your application if you are posting this. Please be aware that we are unable to receive hand-delivered mail outside normal office hours 9:00am -5:00pm (4:30pm Friday). Emailed applications are acceptable, but **please do not send both** paper and electronic applications.

Safer Recruitment

St Luke's CE Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of the children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 1998

You should be aware that the information you have provided will be stored securely and will only be used to process your application. It will not be passed to any other organisation.