



Events and Facilities Administrator

1 Year Fixed Term, 15 hours per week, Term Time Only

Salary Range: Support Staff Pay Scale Grade C

£25,186 - £26,244 (FTE)

Testbourne Community School: where culture and ethos matter

Are you a passionate person who believes in the power of relationships, high expectations, and a calm, purposeful atmosphere? At Testbourne Community School, we don't just teach – we shape futures. Our culture is built on a legacy of over 100 years of education, rooted in kindness, respect, honesty, integrity, ambition, and leadership.

We are looking to appoint an Events and Facilities Administrator who prides themselves in their work, willing to help out all aspects of school life and maintains high standards in all that they do. You will provide admin support to the Community department and main office and undertake reception and first aid duties when required.

We are seeking applications from candidates with some administration experience, strong IT skills, with a passion for delivering first class services for the school, students, staff and wider community.

The successful candidate will:

- have excellent administrative and IT skills
- be punctual and reliable;
- be flexible and hard-working;
- have excellent customer service skills
- be welcoming, smartly presented and have a professional attitude to employment;
- enjoy working with young people;
- have a good standard of education (to NVQ 2/GCSE and preferably A' Level standard) and sound literacy and numeracy skills;
- be willing to undertake training and develop their skills.

In return::

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment;

We are proud to be a school where:

- **Learning is our top priority** – when we make any decision we always ask “How does this help our students to learn more effectively?”
- **Students are supported** to become **independent, resilient** and **responsible** young people prepared for their future.
- **Recognition is meaningful:** we celebrate effort, character and contribution, not with material rewards but with genuine appreciation to build intrinsic motivation.
- **Staff are valued and supported** with intelligent accountability, professional trust and a culture of openness, transparency and compassion.

Why work with us at Testbourne Community School?

- **Comprehensive induction and CPD:** from day one, you'll receive a thorough induction and access to a rich programme of professional development with time provided for you to process, discuss and learn new ideas.
- **Workload consideration:** we actively manage workload and seek staff feedback to make meaningful adjustments. Your time is respected. We use published research to determine the most effective use of staff time.



Testbourne Community School

- **Family-friendly and flexible:** we understand that life happens. Our leaders are compassionate and empathic, supporting staff through personal and professional challenges.
- **Career development:** opportunities to grow, lead, and innovate are built into our culture. Staff are encouraged to take on new roles and responsibilities.
- **A supportive team:** you'll join a collaborative, friendly, and dedicated team. Staff describe Testbourne as a place where "everyone is in it together."
- **Strong Leadership:** our senior leaders are visible, approachable, and lead by example – sharing duties and supporting staff every step of the way.
- **A school that lives its values:** we don't just talk about culture – we live it. From trauma-informed practice to recognition, our ethos is embedded in everything we do.
- **Beautiful Location:** located in the charming town of Whitchurch, Hampshire, surrounded by countryside and landmarks like Watership Down, the River Test and the Whitchurch Silk Mill.

Find out more by visiting: [Working with Us - Testbourne Community School](#)

Closing Date for Applications: Noon on Monday, 1st June 2026

We reserve the right to interview candidates before the closing date where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children 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 Enhanced Criminal Records Bureau checks, along with other relevant employment checks.