

January 2026

Dear Applicant,

Thank you for your interest in the Admin Assistant post at Halterworth Primary Academy.

This is an exciting opportunity to join our innovative school team. The successful candidate will play a key role in delivering the vision for our caring school in the heart of the community.

We are looking for an Administrator who is passionate about supporting and enabling each of our children to flourish; helping them to be respectful, innovative, curious individuals who always aim for personal excellence.

We are looking for a friendly, capable Admin Assistant who will support pupils, parents and staff in our busy School Office. This job is varied and you will need good time management skills, as you will be required to multi-task to ensure jobs are completed accurately, efficiently and on time. You will need a good sense of humour, be a team player and have an ability to cope under pressure, often dealing with confidential issues.

In return for this dedication and commitment to excellence, we offer a supportive climate in which to grow and further develop your career. As part of The University of Winchester Academy Trust you will benefit from a comprehensive programme of CPD and support from the University and from Trust colleagues.

We are very proud to be part of the University of Winchester Academy Trust which is a family of 7 schools. Our sponsor, the University of Winchester, is recognised for its outstanding practice in teacher training, and we work closely with the University and the other schools in our Trust. Our Trust is an exciting and supportive place to be, which offers further career opportunities for all.

To enable you to fully understand what Halterworth Primary School has to offer you, I would encourage you to come and have a tour of the school. I would be delighted to welcome you to the school to answer any questions you may have. Please contact [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk) to arrange an appointment.

The closing date for applications is Friday 6 February. However please submit your application as soon as possible as we may invite suitable candidates to interview before the closing date.

I look forward to hearing from you.

Julie Bray  
Headteacher

## Admin Assistant Role (Grade C)

**Closing date:** 6 February 2026

**Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.**

**Job Start Date:** ASAP

**Contract/Hours:** 15 hours per week

**Salary Type:** Support Staff

**Salary Details:** Admin Assistant Grade C (£25,186-£26,244 FTE), (Actual salary £8,997-£9,374)

**Hours of Work:** 15 hours per week - 1 pm to 4 pm, 5 days a week, term time only (40 weeks including inset days)

**Location of Role:** Halterworth Primary School

**Contact e-mail address:** [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk)

## Job/Person Summary

We are looking for a friendly, capable Admin Assistant who will support pupils, parents and staff in our busy School Office. This job is varied and you will need good time management skills, as you will be required to multi-task to ensure jobs are completed accurately, efficiently and on time. You will need a good sense of humour, be a team player and have an ability to cope under pressure, often dealing with confidential issues. You will also oversee the welfare provision for pupils, including administration of medicines and first aid as required, for which full training will be provided.

Candidates will need GCSE Grade C or above in English and Maths and be able to work with a high degree of accuracy, despite many interruptions. A working knowledge of Word, Excel, Office 365 and other software such as Publisher and Powerpoint would be advantageous. We use Arbor as our MIS system at Halterworth and training will be given if necessary.

This role will involve overseeing health and safety procedures at the school including risk assessments and accident investigations, as well as working with the current team to serve parents, pupils and staff. You will also be responsible for keeping the school's Single Central Record up to date and compliant, in line with Keeping Children Safe in Education.

At Halterworth, our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.

Halterworth is part of the University of Winchester Academy Trust. Our five primary schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable – every day is different!

### Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on

the Halterworth Primary School website: <https://www.halterworth.hants.sch.uk/Vacancies/>

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: 6 February 2026**

For an informal conversation about the post or to arrange to meet our Headteacher, Julie Bray, please contact the office by email at [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk)

Completed application forms should be returned by the closing date to Julie Bray, Headteacher via email at the above address.

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

#### **Artificial Intelligence (AI) tools**

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

#### **Safer Recruitment Statement**

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

<b>Role Title:</b>	<b>Administrative Assistant C</b>
<b>Role Purpose:</b>	To implement a comprehensive range of administrative systems and procedures to meet school requirements and adhere to the safety policies of the Trust.

### JOB DESCRIPTION

<b>Accountabilities</b>	<b>Accountability Statements</b>
Customer Service	<ul style="list-style-type: none"> <li>Contribute to the smooth running of the school's reception, postal, telephones, photocopying and hospitality facilities.</li> </ul>
Administration / Finance support	<ul style="list-style-type: none"> <li>Communicate with parents and the wider schools via letter, email and telephone. Maintain the daily school office email account.</li> <li>Produce and process routine documentation/correspondence against a broad framework provided by the Headteacher/ other teaching staff.</li> <li>Provide cover for absence in the office.</li> <li>Input and extract staff/pupil information using manual, and computer based systems.</li> <li>Keep systems, including electronic and hard copy filing systems.</li> <li>Update digital communications and contribute towards school promotions.</li> <li>Keep up to date with the latest versions of MIS, including Arbor and InVentry, and use other packages such as Word, Excel, Power Point, Publisher etc</li> </ul>
Staff Management and Teamwork	<ul style="list-style-type: none"> <li>Work co-operatively with others towards shared goals</li> <li>Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge</li> </ul>
Welfare	<ul style="list-style-type: none"> <li>Undertake welfare support to pupils including the provision of first aid, where appropriate.</li> <li>Administer medication as required.</li> <li>Manage medicines and medical conditions, including the administration of medical forms.</li> <li>Attend first aid training as required.</li> </ul>

<p>Corporate and statutory initiatives-equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> <li>• Keep Single Central Record up to date.</li> <li>• Third party safeguarding, including initiating and verifying DBS checks.</li> <li>• Undertake safer recruitment by ensuring all documentation is in place before new staff start.</li> <li>• Data Controller awareness, reporting any breaches to the Data Protection Officer (SG)</li> <li>• Awareness of equality &amp; confidentiality issues and health and safety regulations</li> <li>• Accident and near miss investigations</li> <li>• Liaising with the Trust Health &amp; Safety Coordinator and Site Manager to conduct regular site safety inspections</li> <li>• Fire marshal and evacuation procedures and training</li> <li>• Undertake regular training</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Work related experience/knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in a varied administrative role</li> <li>• An effective and confident communicator with good interpersonal skills</li> <li>• Good working knowledge of Microsoft packages such as Outlook, Word, Excel, PowerPoint and Google</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in similar role within education</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Reliable, hardworking and honest</li> <li>• Ability to work independently or as part of a team</li> <li>• Systematic, adaptable and flexible worker</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Ability to support, motivate and inspire colleagues</li> <li>• Confident and calm</li> <li>• Creative and tenacious</li> <li>• Sense of humour</li> <li>• Ability to build relationships with colleagues at all levels</li> <li>• Awareness of Safeguarding and confidentiality protocols</li> <li>• A strong commitment to continuing professional development</li> </ul>	
<b>Attitude/Approach</b>	<ul style="list-style-type: none"> <li>• Able to respond to speedy changes in technology and learn to apply new solutions</li> <li>• Commitment to the vision and values of UWinAT</li> <li>• Ability to solve problems and</li> </ul>	



**HALTERWORTH**  
PRIMARY SCHOOL



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	<p>make decisions</p> <ul style="list-style-type: none"><li>• Possess a positive attitude to change and development</li><li>• Evidence of a commitment to promoting the health, welfare and safeguarding of children</li><li>• Enjoy rising to the challenges inherent in a school environment</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• 5 GCSE's (A-C) or equivalent including Maths and English</li></ul>	<ul style="list-style-type: none"><li>• Relevant qualifications in Business, Finance or Administration</li></ul>

