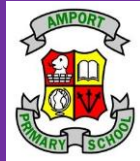


Amport CE (Aided) Primary School



COURAGE COMPASSION RESPECT

The Green, Amport, Andover, Hampshire, SP11 8BA

adminoffice@amport.hants.sch.uk

www.amport.hants.sch.uk

01264 772396

Head teacher Mrs Nicky King

Admin Assistant
Information Pack

Dear Applicant,

Thank you so much for the interest you have shown in applying for the position of Admin Assistant at Amport CE (Aided) Primary School. The governors and I hope you will find the following pack both informative and inspiring and one that gives you a clear picture of our school.

We would encourage visits to our school, please contact Mrs Sarah Pearce, Admin Officer, to arrange a visit with our Headteacher, Mrs King.

With best wishes

Mark Ursell
Chair of Governors
Amport Church of England (Aided) Primary School

Introducing our school

Amport Church of England (Aided) Primary School is a thriving rural school situated in the parish of Amport in north-west Hampshire, about 4 miles south-west of Andover. The school is situated across the road from the village green which is used as its playing and sports field. It is within easy walking distance of the village church which is used regularly for services and events.

The school has an amazing history having first opened its doors over 200 years ago to provide education to children of the parish. Endowed as a Church of England school, it now provides education to children of Christian faith, of other faith and of no faith.

The original Victorian building is still in use and the site has had many additions and alterations over the last 30 years. The improvements include two classrooms built in 1999 to replace temporary rooms, another classroom in 2010, and the installation of a teaching kitchen and further refurbishment in recent years. The classrooms offer bright modern facilities with interactive whiteboards. Children have access to computers and tablets. There is a playground and garden on site and we use the village green for lunchtime and sports.



Amport Village Green

The PAN for the school is 15. We currently have 98 pupils on roll. Pupils are taught in four classes: Year R in Oak class, with combined age groups in years 1 and 2 (Beech), years 3 and 4 (Willow) and years 5 and 6 (Rowan).

Many of our children live in the villages of Amport, Monxton, East Cholderton and Quarley and the surrounding area, although the school attracts just as many children from outside the designated catchment area. As a small school, we find it is easy to get to know every child and their family.

We have high expectations of our children, of their academic attainment and effort, behaviour and attitude. Children know they come here to learn. We encourage children to talk about what puzzles them; to deepen their thinking; to reason; to ask big questions; to build upon the thoughts of others and to challenge. Staff and children work hard and are supported by parents in all we do and achieve together.

Currently we have 8 members of qualified teaching staff comprising of a head teacher, 4 part-time teachers and 2 full time teachers and a part time SENDco. We also employ PH Sports to teach PE. We have 4 teaching assistants and a full time admin officer and cleaner/caretaker.

The DfE December 2023 placed Amport as the top primary school in Hampshire. Amport was graded 'Good' by both Ofsted in March 2022 and by SIAMS in June 2019 – we do whatever it takes to deliver the best outcomes for every child.

We are proud of our school and all who grow here; we see our school as a positive, productive, inclusive, calm learning environment where we try to live out our core values.

Outstanding Outcomes

- ✓ We are proud of our sustained record over time for exceeding national outcomes and for being the top Primary school in Hampshire in 2023
- ✓ In 2023 100% of Year 6 children achieved Age Related Expectations in writing and mathematics and 94% achieved Age Related Expectations in reading

Our Vision Statement

Through our core Christian values of **Courage Compassion** and **Respect**, we aim to build a happy community in which:

- ✓ Pupils flourish through inspirational, aspirational learning experiences, whatever their starting point;
- ✓ Everyone is valued for who they are, and is able to make a new start each day;
- ✓ We make a difference to the lives of each other, knowing we are loved by God.

Parents

The support of parents is highly valued and very welcome. Regular parent consultation sessions are held, plus curriculum evenings to provide information to parents. The school has an extremely active Parent Teacher Association who raise amazing amounts of money through a variety of activities, including our annual village fete. Their funding has allowed

the school to bid for further monies to support significant capital projects. As such, we enjoy a modern, purposeful interior within a traditional, listed exterior.

Curriculum

We aim to make our curriculum relevant, inspirational and imaginative so that the children will be engaged, challenged and excited to learn. We recognise that children learn in different ways and so provide opportunities for children to work together, independently, with support, outside or off site. Among other outcomes, our aim is for children to be inquisitive, literate, numerate, sociable, empathetic and to enjoy a sense of well-being, within a secure, nurturing Christian community.

We believe that children should be given every opportunity to succeed; that all children should be exposed to high quality learning materials; that we should have the same expectations for all children; and that all children have the chance to 'keep up, not catch up'. We strive for success in achievement, whatever that looks like for each child and whatever that takes for each child, and for our children's social, moral, spiritual and cultural development too.

Children in Years 1-6 follow the National Curriculum for KS1 and KS2; children in Year R follow the Early Years Foundation Stage curriculum. All children are taught RE through both the Living Difference IV and Understanding Christianity materials. Our curriculum is delivered through discrete teaching of subjects where appropriate and relevant links are made. We use high quality text drivers as the foundation to quality writing experiences and we often use an enquiry approach to subject areas such as geography, history and RE. Our EYFS curriculum is delivered predominantly through exploratory outdoor learning.

Admin Assistant Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE Grade C or above in English, Maths and Science 	
Administrative	<ul style="list-style-type: none"> An understanding of your role in safeguarding in schools 	

	<p>Links to safe guarding policy and child protection policy found on our website</p> <p>https://www.amport.hants.sch.uk/page/?title=Policies%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&pid=53</p>	
Administrative Assistant	<ul style="list-style-type: none"> • Develop and maintain a system of information and projects/ tasks to enable provision of information and advice to colleagues, parents, pupils visitors and all stakeholders • Use computer based programmes to input data and information to enable administrative and financial tasks to take place • To work with administrative officer and Headteacher • To undertake welfare support to pupils including provision of first aid • Administer and record medication as required • Comply with relevant legislation eg health and safety • Implement school policies and procedures 	
Personal/ Interpersonal Skills	<ul style="list-style-type: none"> • A high level of professionalism and a commitment to providing the best possible education for all children • To maintain confidentiality at all times • Excellent communication skills • Approachable, calm and caring • The ability to establish effective relationships with children, parents and staff • A positive attitude towards working in partnership with all stakeholders • The ability to work effectively as a member of a team 	

Application procedure

Candidates should complete the application form and return it via email to the office so that it is received no later than 12 noon on Monday 31st March 2025.

Selection procedure

The shortlist will be drawn up on Tuesday 1st April 2025. Further details will be sent to those candidates called for interview. Interviews will be held on Thursday 3rd April 2025

Equality monitoring

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

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the school office on 01264 772396

Safer Recruitment

Amport CE Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of 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 candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

In their words...

Children

Everyone is always included and it easy to get to know everyone even if you join the school later

You can play football or handball in the playground or there's a quiet place to play if you just want to do drawing or reading or just talk.

I love Breakfast Club because of the games we play before we start school. The after-school clubs are cool.

This is so different to my last school. I feel more confident and can ask anything without feeling silly.

We talk about trust and truth a lot because this is important to us in school and outside school too

The teachers are happy most of the time and they are never grumpy or shout.

I like voting for Head Pupils and charities and things. I think that is much fairer than just being told by the teachers.

It focuses on what you can do and you get help for what you can't do yet.

OFSTED

You have created a culture where pupils are keen to ask questions when something puzzles them.

Your commitment to provide the best inclusive education for every pupil is clear.

You have set a positive example of care for every aspect of each pupil's welfare. This is

Parents

100% of parents would recommend this school and think that it is well led and managed.

100% of parents say that their child is happy at this school, feels safe and is taught well.

100% of parents say that the school responds well to any concern and that the school ensures children are well behaved.