

Droxford Junior School

Admin Assistant

Closing date: 19th September 2025

Job Start Date: October 2025

Contract/Hours: Maternity cover contract until 31.08.2025, Part-time,

Salary Type: Support Staff

Salary Details: Grade C £11,849

Hours of Work: 21 hours per week: Monday and Friday 8.30am to 4.30pm and Tuesday 8.30 – 3pm term time only

Location of Role: Droxford junior School

Contact e-mail address: adminoffice@droxford.hants.sch.uk

Job/Person Summary

Droxford Junior School is a successful village school set in the South Downs National Park. The children are wonderful and the staff are experienced, creative and proactive. We are seeking an enthusiastic, resourceful and conscientious Admin Assistant who will join the team to cover maternity leave for one year. You will need to be able to communicate effectively in a warm and professional manner at all times. We are looking for someone with a 'team spirited' attitude to their work, whilst being confident, flexible and having a highly organised approach to dealing with a wide range of tasks including; reception duties, general administrative tasks and assistance with pupil welfare. Ideally, we would like someone with experience who can 'hit the ground running' but this is not essential. There may also be some flexibility on the hours.

Are you:

- friendly and welcoming
- calm under pressure
- able to deal with constant interruptions with a smile on your face
- organised and efficient
- excellent at communicating
- self-motivated
- dog friendly (a school dog will be in the HTs office)
- looking to work as part of a team
- IT literate, particularly with Microsoft Office
- be able to use your initiative and be resourceful
- have a good understanding of confidentiality and safeguarding procedures
- experienced in using Arbor (desirable not essential)
- qualified in Maths and English at GCSE Grade C or above
- first aid qualified or prepared to become first aid trained

We can offer:

- a genuine, enjoyable and friendly office team
- a motivating and inspiring working environment
- a talented, supportive and friendly team
- opportunities for CPD
- a unique opportunity to work in a South Downs National Park school
- a well-resourced school, with a supportive, fun and forward thinking team

Application Procedure

To make an appointment to visit the school and/or to request an application pack, please ring reception on 01489 877537 or email: adminoffice@droxford.hants.sch.uk. To download the application pack and find out more about our school please visit our website droxfordjunior.co.uk

Interviews for the post will take place on Thursday 25th September. If you have not heard from us by then, you must assume that your application has been unsuccessful.