

Administrative Assistant - Permanent, Part time

School Name	Springwell School
Job Title	Administrative Assistant – Reception
Salary	Grade 6, SCP 12 - 17 Actual MIN £19,045 pa to MAX £21,116 pa Scale point dependent upon length of service/experience
Hours	Part time 27.5 hours per week Monday to Friday: 08:00 am – 1:30 pm Permanent, Term Time only
Start Date	As soon as possible
Closing Date	9 am, Wednesday 14 th October 2026
Shortlisting date	Monday 19 th October 2026
Interview Dates	Friday 23 rd October 2026

Are you organised, welcoming and passionate about making a difference to the lives of children and young people with special educational needs?

Springwell School is located on the edge of the city of Southampton and is a designated day special school for children aged from 4 - 11 years.

We are a warm, ambitious, and inclusive Special Educational Needs (SEN) school committed to providing high-quality education and care for children with a range of complex learning and behavioural needs. Our pupils thrive in an environment where every achievement is celebrated, individuality is valued, and nurturing relationships come first.

The school encourages a supportive and positive learning ethos that enables both staff and pupils to work and learn together to develop their full potential, providing the highest possible standards of education and support to children, families, and staff.

The Role

Springwell School is seeking a dedicated and professional Administrative Assistant to join our friendly administration team. This is a fantastic opportunity to play a key role in the smooth running of our busy reception area and school office, supporting staff, pupils, families, and visitors every day.

As the first point of contact for visitors, parents, and external agencies, you will provide a warm and professional welcome while supporting a wide range of administrative functions across the school. Working as part of a supportive team, you will help ensure the efficient operation of the school's administrative processes.

Key Responsibilities

- Reception and telephone enquiries.
- Supporting pupil attendance and register administration.
- Processing school meal orders and monitoring meal accounts.
- Maintaining accurate records and confidential information.
- Communications with parents and staff through school systems.
- Assisting with ordering, filing, photocopying and general office administration.
- Supporting school events, parent evenings and wider administrative activities.

About You

We are looking for someone who:

- Has English & Maths GCSE Grade C or above, 4 – 9 (or equivalent)
- Has excellent communication and customer service skills.
- Is organised and able to prioritise a varied workload.
- Has strong IT skills and is confident using a range of computer systems.
- Can work effectively both independently and as part of a team.



- Remains calm and professional in a busy environment.
- Shares our commitment to safeguarding, inclusion and supporting children with additional needs.

Previous experience working in a school or reception environment would be advantageous, although not essential.

Why join Springwell?

Springwell School is a thriving special school committed to providing exceptional education and support for children and young people with special educational needs. We offer:

- A welcoming and supportive staff team.
- A rewarding role where you can make a real difference every day.
- Membership of a school community that values wellbeing, collaboration and inclusion.
- Competitive salary with regular salary progression
- Free on-site parking
- Pension Scheme
- High-quality support and training
- Monday – Friday working pattern
- Excellent development opportunities to grow within a positive and supportive team
- Employee Assistance Programme and Mental Health and Wellbeing Support

Please refer to the Job Description and Person Specification for the full responsibilities of this role and knowledge required.

Working pattern – 27.5 Hours per week

Monday to Friday: 08:00 am – 1.30 pm

How to apply

To apply, please complete the application form on www.springwellschool.net and return to Rachel Ambrey, HR Lead, by email to recruitment@springwellschool.net. Alternatively, please post your completed application to HR at Springwell School, Hinkler Road, Thornhill, Southampton, SO19 6DH. We do not accept CV's.

Interview process

If successfully shortlisted, you will complete a short task prior to a 2 panel, face to face interview.

Safeguarding

Springwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process including an enhanced disclosure and barring service check and a full online check of social media platforms as per the updated guidance in KCSIE 2022.

If you do not hear from us regarding your application, unfortunately this means that you have been unsuccessful on this occasion. We thank you for your interest and wish you every success in your future applications.

Please note that we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. We may also interview candidates at a mutually convenient time before the closing date, so please submit your application as soon as possible to avoid disappointment.

