



# MAYHILL JUNIOR SCHOOL

The Bury  
Odiham  
Hook  
Hampshire  
RG29 1NB

Headteacher: **Sarah McGillivray**

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January 2025

Dear Applicant,

## **Senior Administrative and Finance Officer**

Thank you for your enquiry regarding this post. Further details of the post can be found in the attached Job Description.

## **Our School**

Mayhill is a Junior School with numbers usually varying between 200 and 230 pupils. It is set in the village of Odiham in North-East Hampshire. Our intake is varied although predominantly white, and includes children of all abilities and backgrounds. Mayhill is a happy, friendly and forward-thinking school, where people with vision and determination work collaboratively to help all children achieve their best.

## **Statement in Support of Application**

Please pay particular attention to the part of the application form that asks for a Statement in Support of Application. You should:

- Give detail of your relevant skills and experience
- Outline how you might put your experience into practice if you are appointed

If you have not heard from us within four weeks of the closing date, please assume you have not been successful on this occasion.

Mayhill is committed to safeguarding children and promoting their welfare and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practice reflect this. Any successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment and reference checks.

Should you require any further assistance regarding your application, or wish to arrange a visit to look around the school, please do not hesitate to contact me.

We look forward to receiving your completed application form.

Yours sincerely

Sarah McGillivray  
Headteacher