



The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

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Community Admin Assistant

APPLY BY: Monday 29th June 2026 by 8am
INTERVIEWS: w/c 6th July 2026
LOCATION: Winchester, Hampshire
CONTRACT TYPE: Permanent
HOURS: 15 hours per week, 40 weeks (Term time only plus 1 week)
SALARY: Grade B £24,796 – £25,128 FTE / £8,598 - £8,713 Actual
START DATE: To be agreed

Do you want to be part of 'an inclusive school community where pupils are happy and proud of their achievements?' [Ofsted 2023] Do you want to make a difference to the outcomes for all students in a school where staff 'have high expectations.' [Ofsted 2023].

We are looking for an enthusiastic, well organised and skilled admin assistant with excellent communication, IT and administration skills.

The successful applicant will be experienced working in an education environment, or similar, flexible and able to adapt to the changing needs and priorities of the team.

You will need:

- Excellent administrative and organisational skills
- Excellent ICT skills
- Experience of using databases to input and extract information
- An ability to use your own initiative and work under pressure
- Good interpersonal and communication skills
- A commitment to regularly reviewing and updating processes and activities
- A good sense of humour and the ability to work as part of a team
- A willingness to train in First Aid

Applicants should be educated to at least O'Level/GCSE standard, with passes in English and Maths at grade C or above. (Please note: We will not accept applications from previously unsuccessful applicants)

To apply: Applications should be made to the Headteacher. To apply please complete an application form, available from our website <https://www.beaufort.hants.sch.uk/join-us/job-vacancies/> and return to recruitment@staff.beaufort.hants.sch.uk or please complete an application via TES quick apply [here](#)

The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks. Including an online search for all shortlisted candidates. All Candidates shortlisted for interview will be subject to an online profile search in line with keeping children safe in education (KCSIE) recommendations.

Job description

- First point of contact for lettings enquiries via email, telephone, in person and on lettings system
- Manage lettings to ensure compliance with all lettings' terms and conditions
- Maintain Lettings booking site (school hire) to set up annual calendar, availability and adjustments to charges
- Work with Community Development Officer to support new lettings and community users
- Liaise with finance to ensure offline booking invoices are raised
- Support Professional Services Team with general administrative
- Provide lunch cover for reception, and student support with first aid.
- Be prepared to step in and support reception, student support and other adhoc duties as required.

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