

**St John the Baptist Church of England Primary School**  
**Administration Assistant**  
**Vacancy for 32.5 hours per week, for 40 working weeks per year**  
**8.30am – 3.30pm**  
**Grade B FTE £24,796 - £25,128 (pro rata £19,108 – £19.618)**



We are looking to recruit an admin assistant to join our friendly team in our busy school office. You will be working closely with all members of our school community and be an essential part of our team

The successful applicant will:

- have a good standard of spoken and written English
- have GCSE English and Maths (Grade C/4 or above) or equivalent
- be a warm and welcoming person who puts visitors and pupils at ease
- be confident to solve problems and support others
- be able to show confidentiality
- enjoy helping children to feel safe and happy at school
- be well organised and a good team member
- be able to prioritise and cope with multiple activities and requests at busy times
- be a multi-tasker who thrives on busy and can cope with interruptions

Your duties will include:

- receptionist in the school office dealing with telephone calls, emails and visitors
- using all Microsoft programs, Arbor, CPOMS and IBC
- maintaining accurate pupil data for various data returns throughout the year
- attending meetings as note taker
- contacting parents, governors and contractors with regard to school matters
- administering first aid
- keeping accurate records of the medical and health information in our school
- providing hospitality for guests with an ever flowing tea pot
- maintaining accurate and confidential information on our various systems
- the completion of regular training courses; including online and face to face

We anticipate that already in your career you will have:

- experience of working in a fast paced customer focused environment where you have had to think on your feet and prioritise activity
- experience either professionally or personally, in caring for children
- experience of administering first aid and medicines
- good expertise in using computer programs
- shown you can use and manage social media and websites
- shown that you can organise your own work, prioritise and ask for help if you need it
- shown that you understand that each child is unique and priceless
- an understanding of Health & Safety and Safeguarding children

**Start Date:** 1<sup>st</sup> September 2026

**Closing Date for applications:** 6<sup>th</sup> July 2026

**Interview date:** 9<sup>th</sup> July 2026

**Application process:**

Please complete a Hampshire application form, found on our school website and return it to [sbm@stjohnthebaptistprimary.co.uk](mailto:sbm@stjohnthebaptistprimary.co.uk) by the closing date. Please call the school office on 01329 800670 to make an appointment to visit, you would be warmly welcomed.

## **Artificial Intelligence (AI) Tools**

We do not currently use AI tools in our recruitment processes; however, we understand that applicants may choose to use them when preparing their application.

If you do, please keep in mind:

- AI-generated responses can be generic and may not reflect your true skills, experience, or personality
- Overuse of AI may make your application feel less personal or engaged
- All information submitted must be accurate and genuinely represent your own voice
- Relying too heavily on AI may make it harder to communicate confidently and authentically during interviews

*St John the Baptist Church of England Primary School is a Church of England School; therefore, candidates are expected to demonstrate a positive commitment to the school's ethos and values. You do not need to be a practising Christian to be the right person for us but it is essential that you are fully committed to being part of our community and understanding and supportive of our Christian ethos.*

*St John the Baptist Church of England 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.*

*St John the Baptist Church of England Primary School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, disability, political or religious affiliation, sexual orientation, or marital status. This commitment is central to our school ethos.*