



Admin Assistant (front of house)

Sholing Junior School



Location:	Sholing Junior School
Contract:	Permanent 14.5 hours per week, 44.7 paid weeks
Salary:	Between £9187 to £9815 per annum actual (FTE £27273 to £29137)
Application deadline:	15th June 2026 midday
Interview date:	19th June 2026
Start Date:	ASAP

Sholing Junior School is a three-form-entry Junior school catering for children from 7-11 years of age, in the east side of Southampton. We benefit from large open playgrounds, dedicated music room, numerous intervention rooms, and use of the college field during the summer.

Sholing is a special place with its own unique sense of community that creates a warm, happy and caring school. Every child at Sholing Junior is valued as an individual and their talents and strengths are recognised, celebrated and developed further. Learning opportunities at Sholing are rich and varied and whether they are in or out of the classroom, children are given every opportunity to be the very best that they can be.

Our school values of kindness, curiosity and success underpin everything that we do. We have high aspirations of the children, and we nurture and support pupils to achieve academically, socially and emotionally so that they can become confident, caring individuals.

You will be joining a dedicated team that is passionate about making a difference. As a member of our team, you will have the opportunity to shape learning experiences that are creative, inclusive, and meaningful. We are committed to the professional development and wellbeing of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Sholing Junior is in the Mayflower Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Mayflower Partnership is a multi-academy partnership based in Southampton. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Sholing Junior School is seeking a friendly, organised, and efficient Admin Assistant to join our supportive team. This is a key front-facing role, providing a vital link between the school, families, and the wider community. As the first point of contact, you will provide a warm and professional service while supporting the smooth running of the school office.

Key Responsibilities:

- Manage front-of-house duties, including calls and visitors
- Maintain the school email account (info@...) with the admin team
- Prepare and distribute communications and documentation
- Support the School Business Manager with mail, prospectus updates, and website content
- Maintain school systems (ParentMail, School Grid, Bromcom, and signing-in systems)

- Process payments for meals, trips, and events, including online systems
- Provide basic financial reporting
- Liaise with staff, parents, and external agencies, including trip coordination
- Maintain registers for after-school activities
- Handle deliveries, post, and stock control (including stationery)
- Support safeguarding administration
- Assist with end-of-year processes and Year 6 transition
- Provide basic pupil welfare support, including first aid when required
- Undertake general administrative duties as directed

We are seeking a professional individual who can demonstrate:

- Strong organisational and communication skills
- An ability to work calmly in a busy environment
- Good IT skills and willingness to learn
- A flexible, proactive, and positive approach
- A caring, professional attitude towards children, families and colleagues

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

Ensure that trust policies and procedures are implemented and followed;
Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

What we offer you:

An opportunity to be part of a collaborative team with a shared vision of excellence
A real career path in a thriving and respected organisation
Flexible working approach, where possible

- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Liane Taylor, Business Manager by emailing liane.taylor@sholing-jun.co.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to liane.taylor@sholing-jun.co.uk

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.