



Admin Officer

Gatcombe Park Primary School



Location:	Gatcombe Park Primary School
Contract:	37.5 hours per week, <i>term time only (39 weeks per year)</i>
Salary:	Band 6 Between £26,324 to £29,887 per annum (actual) £29,171 to £33,119 per annum full time equivalent
Application deadline:	31 July 2026
Interview date:	07 August 2026
Start Date:	01 September 2026

Gatcombe Park Primary School is in the Hilsea area of Portsmouth. We are a small, friendly school with a big heart, and we are incredibly proud of the vibrant, inclusive community we've built. Our children bring our core values of Teamwork, Respect, and Aiming High to life every single day — whether they're learning in the classroom, playing on the playground, or supporting one another as part of our school family. We believe that every child deserves to feel safe, valued, and challenged, and we work tirelessly to ensure that Gatcombe Park is a place where children can grow, thrive, and succeed.

Our staff are committed professionals who go above and beyond to support one another and to bring out the best in every child. We promote a culture of mutual respect, where everyone's voice is heard and every contribution is valued. Whether it's through collaborative learning, restorative approaches to behaviour, or inclusive decision-making, we aim to model the values we teach.

We are proud of our open, approachable leadership team who prioritise staff wellbeing and professional development. We understand the importance of work-life balance and strive to create a working environment that is both purposeful and positive. We invest in our team, offering opportunities for training, mentoring, and career progression.

Gatcombe Park Primary is in the Ridings 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 Ridings Partnership is a multi-academy partnership based in Portsmouth. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Gatcombe Park Primary School are seeking to appoint an Admin Officer. This role involves:

- Overseeing and coordinating the day to day operations of the school office, managing a small team
- Providing administrative support to the Head Teacher and Senior Leadership Team as required
- Ensuring an efficient and comprehensive admin service including greeting visitors, dealing with routine enquiries, record keeping and filing
- Ensuring that all orders, payments and invoices are processed efficiently using the school finance system
- Administering, organising and maintaining pupil and employee databases and associated records
- Acting as the schools Data Compliance Officer
- Administering First Aid
- Managing inductions for new staff

- Managing school lettings
- Coordinating the deployment of staff during periods of absence including arranging supply and organising rota's

We are seeking a professional individual who has:

- Ability to solve routine problems and use judgement appropriately.
- Excellent written, communication and interpersonal skills
- Experience line managing a small team
- Discretion and sensitivity and understands the importance of confidentiality
- Experience in a clerical or administrative role

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 / Teacher 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 the Headteacher Mr Ben Simpson by emailing bsimpson@gatcombprimary.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](#) or contact the school and return to bsimpson@gatcombeprimary.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.