



Administrative Assistant

Harefield Primary School



Location:	Harefield Primary School
Contract:	10 hours per week, term time only (39 weeks per year) (Fixed term until 31.08.2027)
Salary:	Between £26,993 to £28,207 per annum (actual) £6,134 to £6,553 per annum full time equivalent (if part time role)
Application deadline:	Monday 31 st August 2026
Interview date:	Monday 6 th September 2026
Start Date:	October 2026

Harefield Primary School is a nurturing and vibrant school, serving Harefield and Bitterne, on the east side of Southampton, where the children are at the heart of all that we do.

Our values of the school – Be Aspirational, Be Safe, Be Kind - are woven through the curriculum and the wider school day, ensuring that all children are motivated, happy and secure, achieving well academically and socially.

To work at Harefield means being a crucial member of a hard-working and supportive team. We are all striving together to secure the best outcomes for all our children and to support their families throughout their primary school journey. We are working towards becoming a trauma informed school.

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.

Harefield Primary is in the Edwin Jones 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.

Role Summary:

Harefield Primary School is looking to appoint a friendly, organised, and dependable administrative assistant that keeps our office running like clockwork. The role requires an excellent communicator who can interact with pupils, parents and staff whilst ensuring administrative tasks are completed accurately, your work will directly support our school's ability to deliver outstanding results for our children.

We are seeking a professional individual who:

- An excellent communicator both face to face and via telephone.
- Is a natural multi-tasker with strong organisational and administrative skills
- Has excellent written, communication and interpersonal skills
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard
- Is a self-starter who is motivated to use initiative and has a good attention to detail
- Has experience of working in an administrative role, undertaking variety of tasks

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 Paula Burgess, School Operations Manager by emailing recruitment@hpslive.net 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 recruitment@hpslive.net

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.