

Alverstoke Community Infant School

Administrative Assistant – Maternity Cover

Closing date: 21/11/2025

Job Start Date: 02/02/2026

Contract/Hours: Temporary, Part-time

Salary Type: Support Staff

Salary Details: Grade B, £13319.16 (Actual salary)

Hours of Work: 26.5 hours per week, Monday - Friday, term time plus 1 week.

Location of Role: Alverstoke Infant School

Contact e-mail address: adminoffice@alverstoke-inf.hants.sch.uk

Job/Person Summary

JOB/PERSON SUMMARY:

Alverstoke Infant School are looking to appoint an Administrative Assistant to provide administrative and clerical support to school staff and governors in accordance with the school's policies and procedures. To monitor and promote good student attendance levels throughout the school

Visits to the school are welcome.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- * Excellent administration skills
- * Excellent IT skills
- * Ability to work under pressure with good time management skills
- * Ability to think creatively
- * Has experience of MS Word, Excel, Publisher
- * Commitment to team work in a friendly school with a child centered ethos.
- * Resilience, enthusiasm, patience, flexibility and a caring manner

WE CAN OFFER YOU:

- An individual induction programme supported by a mentor
- Eligibility to join the Local Government Pension Scheme

Application Procedure

APPLICATION PROCEDURE:

We strongly encourage you to visit the school prior to applying. Please contact the school office on 02392 582403 to make an appointment.

Application packs are available by e-mailing Sandra Hughes, School Business Manager, s.hughes@alverstoke-inf.hants.sch.uk or via the vacancies link on our website:

www.alverstokeinfant.co.uk

Safer Recruitment

Alverstoke Community Infant 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.

About us

Address: Ashburton Road, Alverstoke, Gosport, Hampshire, PO12 2LH

Telephone: 023 9258 2403

Website: www.alverstokeinfant.co.uk

[Application form](#)