



ALVERSTOKE COMMUNITY INFANT SCHOOL

Ashburton Road, Alverstone, Gosport PO12 2LH
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Headteacher: Mrs V Ridler
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Visit us at our web site: www.alverstone-inf.hants.sch.uk

Belonging Respect Responsibility

November 2025

Dear Applicant

Re: Special Needs Assistant – Fixed-Term, Part-time Contract

Thank you for your interest in applying for the role of Administrative Assistant at Alverstone Infant School.

We are seeking to appoint an enthusiastic, professional individual with excellent administrative skills to join our friendly and supportive team.

An application form, equalities monitoring form, job description/role profile, and a copy of the advertisement are available from the *vacancies* link on the school website: <https://alverstoneinfant.co.uk> as well as more information about the school.

Should you require a hard copy please contact adminoffice@alverstone-inf.hants.sch.uk or visit the school office.

Please return the completed application form, equalities monitoring form at your earliest convenience. This can be sent by e-mail (electronically signed) or in hard copy.

Interviews for the successful applicants will be held on Friday 28th November. Successfully shortlisted applicants will be contacted shortly with further information.

Please do not hesitate to call us on 02392 582403, if you require any further information.

Yours sincerely

Vanessa Ridler
Headteacher