



JOHN KEBLE PRIMARY SCHOOL, HURSLEY

Hursley Park Road, Hursley, Winchester, SO21 2LA

01962 775 241

www.johnkebleprimary.com

adminoffice@johnkeble.hants.sch.uk

Headteacher: Mrs Amber Vidler

Senior Admin Officer

Location: John Keble Church of England Primary School

Position: 36.5 hours/week for 41 weeks a year – Permanent. Holiday to be taken during school holidays.

Salary: Grade E: starting salary £34,273 (actual salary £28,919)

Closing date: Wednesday 21st October 2026 12 Noon

Interview date: Friday 23rd October 2026

Start date: 23rd November 2026

We are a small primary school nestled in a beautiful rural village, where we take great pride in the high-quality education and care we provide for every child. Our consistently strong Ofsted outcomes reflect our commitment to excellence, inclusive practice and ensuring that all our children achieve their very best.

At John Keble, the whole child truly sits at the heart of everything we do. We place a strong emphasis on wellbeing, creativity and rich learning experiences, with a particular love for outdoor learning including our Forest Fun learning programme. Our nurturing and inclusive environment ensures that every child feels valued, supported and inspired to flourish.

Are you calm, enthusiastic, reliable and proactive, and do you take pride in your work? Do you enjoy working in a busy environment where no two days are the same? The role will involve regular contact with all school stakeholders and close working with the Headteacher and Admin Assistant to ensure the smooth and efficient running of the school.



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Thriving in Learning.

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Duties will include:

- Managing the school budget and spending including reporting to Governors
- All processes relating to school procurement.
- Assisting in the recruitment of staff following safer recruitment procedures.
- Line manage Admin Assistant and Caretaker/Cleaner.
- Acting as the school's Data Protection Officer
- Producing accurate and complex correspondence
- Communicating with parents and other stakeholders via email and telephone calls
- Promoting the school via social media and other platforms.

The ideal candidate will:

- Have a good knowledge of Microsoft Office and ideally Arbor and IBC (although training can be provided on the latter)
- Excellent organisational skills
- Have the ability to prioritise workloads
- Good communication skills, both verbal and written.
- Work professionally, maintaining confidentiality at all times, adhering to GDPR requirements.

We can offer you:

- Free on-site parking
- Training on financial and HR systems.
- A supportive team
- Local Government Pension
- Employee Assistance Programme

To Apply

We warmly welcome visits to our school. Come and experience our vibrant community for yourself! To arrange a tour, or to request further information, please contact Jacky Hill, Senior Admin Officer, at j.hill@johnkeble.hants.sch.uk.

We are committed to safeguarding and promoting the welfare of children. All appointments are subject to appropriate checks, including an enhanced DBS.



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Safer Recruitment

John Keble School is dedicated to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. Our recruitment and selection processes reflect this priority, and all successful applicants will be subject to Disclosure and Barring Service checks, alongside other relevant employment checks.



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