



## **Beaulieu Village Primary School Administrative Assistant with responsibility for Health and Safety**

<b>Closing Date:</b>	Monday 6 <sup>th</sup> July at 12.00 noon
<b>Interview Date:</b>	TBC
<b>Job Start Date:</b>	Wednesday 2 <sup>nd</sup> September 2026
<b>Contract/Hours:</b>	Permanent Part-time
<b>Salary Type:</b>	Support Staff
<b>Salary Details:</b>	Salary Grade B £24,769 - £25,128 or Grade C £25,186 - £26,244 FTE depending on experience.
<b>Hours of Work:</b>	6 – 16 hours per week 40 weeks per year dependent on role. A split shift pattern is preferred to incorporate the school minibus pick up and drop off.

Ideally: 10 hours for the school minibus run (Mon – Fri term time only)  
- 7.45am – 8.45am minibus pick up  
- 3.15pm – 4.15pm school minibus drop off  
6 hours allocated for health and safety tasks (these hours are flexible)

The successful applicant will need to work a flexible shift pattern to support the running of the school.

**Location of Role:** Beaulieu Village Primary School  
**Contact email address:** [recruitment@beaulieu.hants.sch.uk](mailto:recruitment@beaulieu.hants.sch.uk)

### **Summary**

Due to the success of the current office structure a permanent post has arisen for a well organised and efficient Administrative Assistant at our small, happy school situated in the middle of the New Forest. The successful candidate will need to have excellent interpersonal skills, enjoy working in a team, have a caring approach to children and adults and be able to prioritise workload. The candidate must be confident in the use of MS office word and email. An up-to-date knowledge of health and safety matters is preferred but where necessary, training will be given.

The Administrative Assistant will support the Headteacher with Health and Safety matters, act as front of house, answering the telephone, greeting visitors and when needed provide first aid. Ideally, the successful candidate will be willing to drive the school minibus for collection and drop offs however this is not essential.

We can offer:

- A welcoming school environment
- A dedicated, friendly and supportive school team
- Happy, polite and well-mannered pupils
- Regular training opportunities

Beaulieu Village Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects 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 checks along with other relevant employment checks.

Only applications submitted on the Hampshire support staff application form will be accepted.

### **Application Procedure**

An application pack is available on the school website

Telephone number – 01590 612255

Email address – [recruitment@beaulieu.hants.sch.uk](mailto:recruitment@beaulieu.hants.sch.uk)