



Dear Colleague,

We would like to thank you for expressing an interest in the post of Senior Admin Officer, working across 2 schools, Beaulieu Village Primary School and South Baddesley CE Primary School and Nursery, both based in the New Forest. We are delighted to provide you with details of the post along with an application form and details of the interview process. This is new post that has been created, as a result of Beaulieu and South Baddesley schools working more collaboratively together. Both schools are part of the New Forest Learning Alliance, a group of four forest schools who work closely together. The successful School Administration Officer will play a vital role in the life of our schools.

The Senior Admin Officer role is shared across both schools and offers a total of 30 hours per week.

- South Baddesley: 12 hours per week over 2 days
- Beaulieu: 18 hours per week over 3 days

Working patterns and start/finish times are flexible and can be discussed with the successful candidate(s) to support both the needs of the schools and work-life balance.

We recognise the benefits of flexible working and welcome applications from candidates interested in a job-share arrangement. As such, we may consider appointing two Senior Administration Officers, with one officer based at each school, should this best meet the needs of the successful applicants and the schools.

This is an exciting opportunity to join two welcoming school communities and play a key role in ensuring the smooth and effective day-to-day running of our administrative functions.

We are seeking an individual who is highly organised, professional and approachable, with excellent communication and interpersonal skills to join our existing office team. The successful candidate will be able to manage competing priorities with efficiency and accuracy while maintaining the highest standards of confidentiality and integrity. They will be a positive and welcoming presence for pupils, parents, staff and visitors, demonstrating patience, empathy and a commitment to outstanding customer service. We value individuals who are adaptable, proactive and resilient, with the ability to remain calm under pressure and find practical solutions to the challenges of a busy school environment. Above all, we are looking for someone who shares our commitment to supporting the smooth and effective running of the school and who will make a positive contribution to our school community through teamwork, dedication and professionalism.

The successful candidate will have:

- excellent organisational and time-management skills.
- strong written and verbal communication skills.
- a professional, friendly, and approachable manner.
- the ability to build positive relationships with pupils, parents, staff, governors, and visitors.
- high levels of accuracy and attention to detail.

- a commitment to maintaining confidentiality and handling sensitive information with discretion.
- the ability to prioritise workload and manage multiple tasks effectively.
- a proactive and self-motivated approach to work.
- flexibility and adaptability in responding to the changing needs of a busy school environment.
- strong problem-solving skills and the ability to use initiative.
- resilience and the ability to remain calm under pressure.
- a positive attitude and willingness to contribute to the wider life of the school.
- excellent customer service skills and a commitment to providing a welcoming front-of-house experience.
- the ability to work independently and as part of a team.
- a commitment to safeguarding, equality, diversity, and inclusion.
- competence in using IT applications and school management systems.
- a strong sense of integrity, professionalism, and reliability.

In return, we will offer you:

- extensive facilities, fantastic opportunities for career development and children who are delightful and eager to learn.
- high quality CPD, excellent support mechanisms and opportunities for personal and professional development.
- highly skilled and committed staff teams with a great team spirit who are dedicated to providing the best for all children.
- school settings that have a very good ethos; we pride ourselves on providing nurturing and welcoming learning environments. Our children are friendly, caring, hardworking pupils who love learning and want to achieve. Motivated and enthusiastic about learning, everyone is committed to the development of the whole child.
- school environments with high expectations, happy, highly successful and forward thinking teams.

Please look at our school websites for more information about our schools.

Visits are strongly encouraged to both schools at the **start of the Autumn term**. Please call the school office team at Beaulieu on 01590 612255 or the school office team at South Baddesley on 01590 626243 to book a tour.

Applications should be completed on the Hampshire support staff application form. Forms are available from the website address below.

www.beaulieuschool.org.uk

www.southbaddesley.hants.sch.uk

Completed applications should be emailed to recruitment@beaulieu.hants.sch.uk

Yours sincerely,



Michelle Hale
Headteacher at Beaulieu



Anne Moir
Headteacher at South Baddesely