



## SENIOR ADMINISTRATIVE OFFICER

**Closing date:** Monday 15<sup>th</sup> June 2026

**Job Start Date:** September 2026

**Contract/Hours:** Permanent, Part-time

**Salary Type:** Support Staff

**Salary Details:** FTE Grade E1 £33,178pa to E5 £36,369pa (Actual salary £26,021 to £28,524pa)

**Hours of Work:** Mon - Fri 8.30am to 3.30pm 32.50 hrs/week Term time only (40 weeks only)

**Contact e-mail address:** [adminoffice@nfis.hants.sch.uk](mailto:adminoffice@nfis.hants.sch.uk)

**Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.**

### About the Role

We are looking for a warm, organised and highly capable **Senior Administrative Officer** to join our friendly school community and play a key role in the day-to-day life of our school.

This is a fantastic opportunity for someone who enjoys working with people and thrives in a busy environment. As the first point of contact for many families and visitors, you will help create a welcoming, respectful and supportive experience for all, while leading our administrative and financial systems behind the scenes.

Working closely with the Headteacher and leadership team, you will oversee the smooth running of the school office, manage support staff, and ensure our systems are efficient, compliant and centred around the needs of our children and families.

### The role will include:

- Leading and developing our school office and administrative systems
- Supporting financial processes, budgeting and reporting
- Line managing and supporting administrative and support staff
- Ensuring a welcoming, professional experience for families and visitors
- Overseeing key operational areas including health & safety and compliance
- Supporting communication with parents, governors and the wider community

### We are looking for someone who:

- Is approachable, calm and highly organised
- Enjoys working as part of a team and building positive relationships
- Demonstrates a strong commitment to safeguarding and the welfare of children
- Has strong administrative and financial skills
- Is confident leading and supporting others

- Can manage competing priorities with care and professionalism
- Ideally has experience working within a school or similar setting

In return, we offer:

- A caring and supportive school community
- A valued leadership role where you can make a real difference
- Friendly, dedicated staff who work closely together
- Opportunities for professional development and growth

Safeguarding and Inclusion

At our school, safeguarding and inclusion are at the heart of everything we do. We are committed to creating a safe, nurturing environment where every child feels valued and able to thrive.

The successful candidate will share this commitment and will:

- Be expected to uphold and promote the school's safeguarding policies and procedures
- Support effective communication with families, including those who may need additional support
- Contribute to a culture where every child and family feels welcomed, included and respected

If you currently work in a school, please ensure one of your references is from your current Headteacher. Further information about the school can be found on the North Farnborough Infant School website <https://www.nfis.hants.sch.uk>

Completed application forms should be e-mailed to Clare Morton,  
c.morton@nfis.hants.sch.uk

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, to avoid disappointment please submit your application as soon as possible, as we may invite suitable candidates to interview before the closing date.**

**Safer Recruitment**

North Farnborough 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.