

Administrative Assistant

Required for September 26 at the Federation of Manor Infant and Manor Junior Schools, Fernhill Road, Farnborough, Hants, GU14 9DX.
Tel: 01252 544072.

The role will be based at Manor Junior School.

Email: adminoffice@manor-junior.hants.sch.uk

32.5 hours per week (8.30 am – 3.30pm with half an hour unpaid lunch break), term time only

Actual Salary: Grade B £19,108

We require an Administrative Assistant to become part of an important team within our School and at the start of our Federation journey. The successful applicant will cover the reception and provide a friendly welcome to all visitors to the school, provide general admin support for the School Business Manager and the Senior Administrative Officer, undertake first aid as part of a team, be computer literate, have a good standard of English and Maths and as no two days are the same – must have a sense of humour!

We are looking for someone who has:-

- A warm personality
- Enthusiasm and is conscientious
- An ability to work independently and with initiative
- Good time management and organisational skills
- Good interpersonal skills with children and adults
- Patience and flexibility
- Effective communication skills
- A willingness to learn new education IT systems (if you haven't used them before)
- An understanding of the confidentiality of this role

We can offer

- An inclusive working environment where everyone is valued
- Relevant training opportunities
- Excellent resources
- Highly supportive, enthusiastic and motivated colleagues

For further details and an application pack please email adminoffice@manor-junior.hants.sch.uk. The closing date is Friday 3rd July 2026 at midday.

Applications will be reviewed as they are received and interviewed if suitable. We reserve the right to close the vacancy at any time.