



Administrative Assistant

- Salary details: Pay Band 4, SCP 10-14, £27,694 - £29,540 pro rata (pay award pending)
- Employment Status: Term Time Only
- Hours: 37 hours per week (Part-time hours would be considered)
- Contract Type: Permanent
- Working Weeks: 39
- Closing date: 20 September 2026

Start Date: as soon as possible

Winchelsea School is a community special school committed to meeting the needs of pupils, aged 4 to 19, with a wide range of learning difficulties. We collaborate closely with local schools, and have satellite classrooms located at Kinson Academy, Old Town Infant School, Stanley Green Infant Academy, Canford Heath Junior School, Broadstone Middle School and Magna Academy.

We require an enthusiastic and committed individual, to provide administrative support to our Annual Reviews team at the main Winchelsea School site. The role is for 37 hours per week, term-time only. Part-time hours would be considered for the right candidate. The principal duties of the role will be to undertake a range of key administrative support functions to ensure that the school continues to meet all statutory requirements.

The successful individual should have a strong background in administrative duties. A previous background of school based work, and knowledge of the Annual Review process and SEND Code of Practice would be helpful. The successful individual must be well organised, have excellent IT skills, be meticulous and methodical in their approach to their work with the ability to handle confidential information with discretion.

Anyone requiring further detail is welcome to contact the HR Manager, Amy Webb on 01202 746240 or a.webb@winchelsea.poole.sch.uk.

The pro-rata salary based on advertised hours and weeks worked will be £24,034.

Should you wish to apply for this vacancy, please review the role profile and complete the application form which can be found at www.winchelseaschool.co.uk/vacancies. Please send your completed application form to recruitment@winchelsea.poole.sch.uk.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. The appointment will be subject to an enhanced DBS check, and rigorous checks of shortlisted candidates background credentials.

If you have not been contacted by the school by 28 September 2026, then could you please assume that your application has been unsuccessful.