



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

A thriving and inclusive school at the heart of our community. Rated "Good" by Ofsted, we are dedicated to ensuring every student flourishes both academically and personally, while fostering a supportive and well-balanced environment for our staff.

Administration Assistant

Permanent, Term time (39 weeks per year), 32 hours per week

For January 2026

C Grade - £18,633 - £19,415 Actual (£25,186 - £26,244 FTE)

An opportunity has arisen for a suitable candidate to take on the role of Administration Assistant. As a member of the Support Staff Admin team you will provide efficient and professional administrative support to ensure the smooth running of day-to-day school operations.

Required skills:

- Sound knowledge and experience of using Microsoft and google applications.
- Excellent administration skills (including data entry, producing letters and reports & communications)
- Excellent attention to detail and produces accurate work.
- Ability to work under own initiative and as part of a team.
- Excellent interpersonal and communication skills and be able to work calmly under pressure.
- Highly organised and able to prioritise.
- Be trustworthy, professional and must be professionally discreet and respect confidentiality

How to Apply

Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Sophie White, HR Officer, on the above number.

For more information about our school or to apply, please visit our website. You can download an application form at: <https://www.harrowway.hants.sch.uk/school-information/vacancies>

Please send your completed application form to HR@harrowway.hants.sch.uk

Application Deadline: 5th December 2025 – we reserve the right to close the application deadline early should enough applications be received.

Harrow Way Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check.

