



Advertisement



Senior Administration Assistant (Finance/HR)

Whitewater C of E Primary School

Salary: EHCC C £25,186 FTE - £26,244 FTE* (Actual Salary £14,930.16 - £15,557.40*)

**Pending pay award*

Hours: 25 hours a week, Monday to Friday, Term time only + one week (40 weeks)
Hours can be flexible for the right candidate but ideally would be 11am-4pm daily
(In addition, there is also the opportunity for additional remote/school-based hours to administer our Wraparound care provision at a separate school within our collaboration for a more experienced candidate)

Contract: Permanent

Start Date: 01 September 2026 or earlier

Whitewater C of E Primary School is seeking to appoint a highly organised, efficient, and professional Senior Administration Assistant (Finance/HR) to join our school office team.

This is a key role within the school, providing high-quality administrative support with a particular focus on finance and human resources. The successful candidate will play an important part in ensuring the smooth and effective running of the school office and will work closely with school leaders, staff, parents, and external agencies.

We are looking for someone who:

- has strong administrative experience in a busy office environment
- has experience of finance and/or HR administration
- has excellent organisational skills and attention to detail
- can manage confidential information with discretion and professionalism
- communicates effectively with staff, pupils, parents, and external partners
- will contribute positively to the ethos and values of our school

Experience of working in a school environment is desirable but not essential.

Whitewater C of E Primary School can offer:

- a welcoming and supportive school community
- a varied and rewarding role
- the opportunity to make a real contribution to the life of the school
- supportive colleagues and professional development opportunities

To apply: Please contact Mrs Stefanie Ough, Executive Strategic Business Leader via s.ough@synergyschoolspartnership.co.uk for a full recruitment pack.

Closing date: Friday 24th July 2026 at 12 noon

Interview date: Tuesday 4th August 2026

Synergy Schools Partnership

The Synergy Schools Partnership is a group of 5 schools who work closely together in North Hampshire. As a group of schools, we are driven by the moral purpose of doing all we can to support children's education with the 100% belief that by working together we are better. Therefore, we will continue to offer support and partnership towards anyone who shares similar values as ourselves.

Safeguarding Statement

Whitewater C of E Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful applicant will be subject to enhanced DBS clearance and satisfactory pre-employment checks.