



**Community Reception and Administrator
Monday and Friday evening. Permanent position.**

8.5 hours per week.

This role is intended to cover Monday evening 16:30 to 21:30 and Friday evening 16:00 to 19:30.

There is an additional role advertised, to cover Saturday mornings and both roles could be offered as one position to a successful applicant.

Grade B, FTE Salary: £24,796 to £25,128 p.a.

Actual salary at 8.5 hours per week is £5,696 to £5,772 p.a.

This position includes the opportunity to join the local government pension scheme.

Post Start Date: October 2025

We are seeking to appoint an energetic individual to assist in administration and reception during our community hires in the evenings and at the weekend.

Portchester Community School offers an extensive range of community services including the provision of lifelong learning through adult education classes, a comprehensive nursery and childcare provision as well as community hires.

We seek a Community Administrator to cover weekday evenings and Saturday morning, providing administration, social media representation, to be a customer interface, input data and assist with our busy lettings department.

The postholder will be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

The successful applicant will be highly organised, with excellent customer service and communication skills, a flexible approach, and the ability to build and develop effective working relationships with school and external contacts.

Minimum GCSE Grade C (or equivalent) in English and mathematics is essential.

Closing Date: Noon on Friday 3rd of October

Interviews will take place: Friday 10th of October.



Headteacher: Mr R Carlyle BEd (Hons)

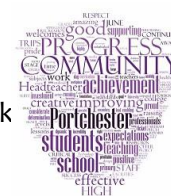
Portchester Community School

White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD

T: 023 9236 4399 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

X: @PCSInformation

Successful Learners – Confident Individuals – Responsible Citizens



An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk under the 'About Us' menu, or email: campus@portchester.hants.sch.uk Please email your completed application to campus@portchester.hants.sch.uk Please return the equalities monitoring form in line with the details shown on the form.

Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people.

If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>



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