



Friday, 21 November 2025

Dear Applicant,

Thank you for your interest in the post of Office, Finance and Premises Administrator. This is a part time, 37.5 hours, permanent position, term time only plus 5 days. The start date is ASAP.

We look forward to welcoming you to see our friendly rural school where we pride ourselves on our high standards and ethos.

Please find enclosed:

- our school prospectus, which has been designed to give an insight into the life of Petersfield Primary
- our Safeguarding Policy
- the advert
- a job description
- a person specification
- an application form, which must be completed in full including a full employment history. Please be aware a CV will not be accepted in its place.

Visits to our school are actively encouraged. To arrange this, please contact the school via email or phone. Should you have any questions, we will be happy to answer them and can be contacted via the school office.

The closing date for applications is 9am on 5th December 2025. The interview date is from 8th December 2025.

We are duty bound to remind you that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered as disqualification. We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview. This school is committed to safeguarding, including the Prevent agenda, and promoting the welfare of children and young people and expects all staff and volunteers to share this.

Giving false information is an offence and could result in the application being rejected and referred to the police. Any appointment made will be subject to an Enhanced DBS check, right to work in the UK, qualifications check, satisfactory references and medical clearance. The ability to converse at ease

with members of the public and provide advice and information in accurate spoken English is essential for the post.

We look forward to receiving your application.

Yours faithfully,

Mrs Laura Penrose & Ms Lynsey Perkins
Co- Headteachers