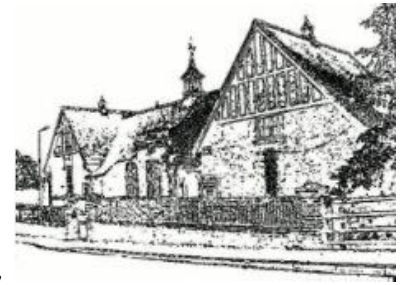


**Asfordby Hill Primary School**  
*Achieving High Standards in all that we do.*  
Asfordby Hill, Melton Mowbray,  
Leics. LE14 3RB  
☎ 01664 812244



Email: [admin@asfordbyhill.leics.sch.uk](mailto:admin@asfordbyhill.leics.sch.uk)  
Website: [www.asfordbyhillprimary.leics.sch.uk](http://www.asfordbyhillprimary.leics.sch.uk)  
Co-Head teachers: Mrs Millward & Mrs Bailey  
Chair of Governors: Jenifer Smith

Dear Applicant,

Thank you for your interest in our vacancy for an Administration Officer.

This exciting opportunity to join our Single-Academy Trust is due to an early retirement of our current administration officer.

Asfordby Hill Primary School is a village school of 196 students, attracting children from the neighbouring village of Asfordby and Melton Mowbray town itself.

Our vision is to promote high achievement and learning for life by working closely with each and every child, their family and their community. We pride ourselves in offering a broad, balanced and creative curriculum that inspires and creates resilient, curious learners. Working together is integral to our success; you will be joining a team of staff and children who support one another and where everyone is valued. Laughter and energy abound as we all make the most of school life.

We are seeking to appoint a permanent administration office to work with us from April 2026. We are seeking to appoint someone who is integral to the smooth and efficient running of our school, and we are seeking an individual who will excel in a fast-paced, people-focused environment. The successful candidate will play a key role in supporting daily operations, maintaining accurate records, communicating effectively with parents, staff and external partners, and contributing to the positive culture of our workplace.

When completing your application, we encourage you to tell us all about yourself. You may wish to share your successful experiences working within administration, what you could bring to the role in supporting a school environment where children can thrive, the people or experiences that have shaped you, and the qualities you would contribute to Asfordby Hill Primary School to help make it an even better place for our pupils, staff, and families.

A visit to our school would be warmly welcomed - it would be lovely to talk to you face to face. We also look forward to receiving your personalised application form by Thursday 26<sup>th</sup> February at midday, with interviews taking place the following week on Friday 6<sup>th</sup> March 2026.

Asfordby Hill Primary School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff to share this commitment. Appointment to these posts will be subject to satisfactory references and a satisfactory enhanced DBS disclosure.

We look forward to hearing from you,

Yours sincerely

Mrs Phil Millward and Mrs Nicola Bailey

Co-Headteachers

