



## Information for Applicants Receptionist/Admin Assistant

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### How to Contact Us:

By Post:

Castle Hill Primary School  
Greenbank Campus  
Winklebury Way  
Basingstoke  
Hampshire  
RG23 8BN

Castle Hill Primary School  
Rooksdown Campus  
Park Prewett Road  
Basingstoke  
Hampshire  
RG24 9XA

School Telephone No:

01256 473777

Email:

[admin@castlehillprimary.net](mailto:admin@castlehillprimary.net)

Website:

[www.castlehillprimary.net](http://www.castlehillprimary.net)

**Part Time:** Admin Assistant

**Responsible To:** School Business Manager and Headteacher

## **General School Information**

### The School

Castle Hill Primary School, is a county community school for girls and boys between 4 and 11 years of age.

Greenbank Campus is situated in the heart of Winklebury, and is surrounded by a heavily populated residential estate, which is roughly 30 years old. Castle Hill is very lucky to be surrounded by vast open land. It possesses its own allotment and playing fields. Greenbank Campus has eight self-contained classrooms and caters for a two-class intake.

Following the consultation for additional primary school places in Rooksdown, Hampshire County Council decided to increase the physical capacity of Castle Hill Junior School. This enabled the school to admit pupils at age 4+ and to increase the provision of 210 pupils in the first phase increasing to 420 pupils in the second phase of a strategic expansion of the school. The additional provision at Rooksdown is managed by the Headmaster and Governors of the previously known Castle Hill Junior School. On opening in September 2015, the school was named Castle Hill Primary School - Rooksdown Campus. Castle Hill Primary School also retains the existing junior school facility; this school is known as Castle Hill Primary School – Greenbank Campus.

The Rooksdown Campus opened in September 2015 with 30 pupils on role in the first year and in September 2016 this expanded to 60 pupils in Year R. Rooksdown continued to grow based on a two-form entry and was full in September 2022. The building is designed with a ‘Contemporary Rural’ feel taking into consideration the design principles of the adjacent housing development, the beautiful school grounds and chalk meadow flowers colour theme. Rooksdown Campus is very lucky to also possess its own playing fields and is bordered by open land.

Castle Hill Primary School has very high expectations. Our aim is to provide the highest quality of educational opportunity for all children. As a result, the school has a strong local, national and indeed international reputation based on outstanding results and awards for excellence over many years. These results have been achieved through partnership with the entire community. In October 2019, Castle Hill was presented with a globally recognised award being named the first county school to be awarded ‘World Class Status’ after being accredited as a High-Performance Learning (HPL) school. To add to an award-winning year the school was also selected for publication in this year’s prestigious Parliamentary Review.

High standards of behaviour, adherence to a strict uniform policy and support with homework are just some examples of our core values. If you share such values together we can help Castle Hill Primary School on its continual journey for excellence.

Castle Hill Primary School is maintained by the Hampshire Education Authority.

**Current Staffing Structure can be found on the school website here ->**

<https://www.castlehillprimary.net/staff>

## **OFSTED Inspection – January 2024**

- “Castle Hill Primary School” is a Good School
- Personal development is *outstanding*
- Behaviour and attitudes are *outstanding*
- The conduct of pupils at Castle Hill is exemplary. All day, every day, pupils prove the school motto that ‘manners matter’. Pupils value this culture greatly, so much so that they refer to the school as ‘a family’.
- The school has the ambition to provide a ‘world-class education in every class’. Staff constantly look for ways to develop the curriculum and improve provision. All subjects have a clear and sequenced curriculum that sets out the key knowledge, skills and vocabulary that pupils will learn at each stage.
- Pupils’ behaviour and attitudes are very strong. The whole school community is rightly proud of how well the pupils behave.
- The school’s recent significant expansion has been successful. Governors have held a strong strategic oversight of this. They put pupils’ pastoral and academic interests at the heart of their decision-making.

<b>Details about post</b>	
<b>Grade:</b>	EHCC Grade B
<b>Type of Post:</b>	Permanent Contract, Part-time
<b>Safe Guarding of Pupils</b>	
<b>School Statement:</b>	<p>This school is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults 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 DBS checks along with other relevant employment checks.</p> <p>Please refer to our website to view our Child Protection Policy and Equal Opportunity Policy -&gt; <a href="https://www.castlehillprimary.net/policies">https://www.castlehillprimary.net/policies</a></p>
<b>Context for the Vacancy</b>	
<b>Reason for Vacancy:</b>	Resignation
<b>Start Date:</b>	April/May 2026
<b>The Post:</b>	Term time 39 weeks, 26.5 hours per week 9:00 - 13:30 Monday, Thursday and Friday 9:00 - 16:00 Tuesday and Wednesday
<b>Equal Opportunities</b>	
<b>School Statement:</b>	<p><b>Rationale:</b> Castle Hill Primary School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and is fundamental to the ethos of the school.</p> <p><b>Purpose:</b> To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum. To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not</p>

	discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics Guidelines: <ul style="list-style-type: none"> <li>- Recruitment, development of staff will be based solely on the criteria of merit and ability and suitability for the job</li> <li>- No job application or employee will receive less favourable treatment on the grounds of gender, race, age, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity of religious beliefs.</li> </ul>
<b>Information about the recruitment and selection process</b>	
<b>Closing Date:</b>	22 <sup>nd</sup> March 2026
<b>Short listing:</b>	<b>Shortlisting may happen as applications are received so you are encouraged to get your applications in promptly if interested in this role.</b>
<b>Interview Day:</b>	<b>Interview Date 24<sup>th</sup> March 2026. Interviews may happen as applications are received so you are encouraged to get your applications in promptly if interested in this role.</b>
<b>Pre-Employment checks are required, which will be collected on all candidates selected for interview</b>	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Enhanced DBS (all successful candidates may be subject to a further DBS)
5	Employment history
6	Proof of academic and professional qualifications
7	Occupational Health Check
8	Pre-interview professional character references
<b>PLEASE BRING THE BELOW DOCUMENTATION WITH YOU IF YOU ARE INVITED TO INTERVIEW</b>	
2	Completed Rehabilitation of Offenders Act declaration
3	Proof of your Right to Work in the UK
6	Proof of academic and professional qualifications