HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Waterlooville, Hants PO8 9PQ
Tel: 023 9259 4325
Website: www.horndeantc.hants.sch.uk
E-mail: vacancies@horndeantc.hants.sch.uk

Welfare Assistant
Required for July 2026 Start

31.5 hours per week (proposed hours Mon 8-4, Wed 8-4, Thu 8-4, Fri 8-3:30)
40 weeks per year - term time plus one week
Salary Scale B Actual Salary £18520-£18768 (FTE £24796 -£25128)

We are looking to appoint a Welfare Assistant to join our Student Support Services Team in a support role to the Year Leader Team. Interaction with students, parents, visitors and staff will be prominent within the role.

The successful candidate will:

- Have a good working knowledge of Microsoft packages
- Previous experience of Class Charts or SIMS is desirable
- Be able to work under pressure, often with many interruptions
- Able to maintain confidentiality at all times
- Be a good communicator, patient and flexible
- Administer first aid
- Deal with telephone enquiries
- Deal with routine correspondence
- The ability to prioritise and work independently as well as part of a team
- Coordination of in College vaccinations

Further details and support staff application forms are available on the College website. Please do not send CV's. Please complete a Support Staff Application Form and send to: vacancies@horndeantc.hants.sch.uk

The College is committed to safeguarding children and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Closing date for receipt of application: 12 noon, 13 May 2026