HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Waterlooville, Hants PO8 9PQ
Tel: 023 9259 4325 Fax: 023 9257 1108
Website: www.horndeantc.hants.sch.uk
E-mail: vacancies@horndeantc.hants.sch.uk

Welfare Assistant

26 hours per week (proposed hours 8:00-14:30 Mon, Tue, Thu, Fri)
40 weeks per year - term time plus one week
Salary Scale B Actual Salary £15286-£15491 (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.

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, 12 December 2025