Job Description

Do you want to make a difference to the learning and progress of young people? At Hollywater School we aim to live our core values of "Inspire, Believe and Achieve" to enable our students and their families to have aspirational life long ambitions and experiences...Can you be part of this vision?

Hollywater School is a school for pupils aged 4-19 with complex learning needs. We set high but realistic expectations for all and encourage everyone to discover the joy of learning so that they may thrive, gain independence and be given every opportunity to achieve their full potential. We strive for our students to be as independent as possible in their adult life. We recognise that the personal development of pupils spiritually, morally, socially and culturally, plays a significant part in their ability to achieve and learn and prepares them for the opportunities, responsibilities and experience of adult life.

**Key Responsibilities:**

* Processing of sensitive information.
* Ensuring the schools policies are up to date and followed to maintain compliance.
* Maintain accurate and confidential records.
* Provide support to the Senior Leadership team and wider school.
* Answer telephone and email enquiries related to general school administration.
* Maintain and update filing systems.
* Schedule meetings, taking minutes when required.
* Assist in preparing reports, surveys, and documentation for the Senior Leadership Team and the schools governing body.
* Work with the admin team to meet tight deadlines.

**Applicants should have:**

* Excellent communication skills both verbally and written.
* Have a warm, positive and professional manner with a good sense of humour.
* Be confident to use own initiative and ability to prioritise tasks to meet deadlines.
* Be able to communicate effectively in person, in writing and by telephone.
* Keep calm under pressure and able to cope with frequent interruptions.
* Be highly organised and pro-active with excellent attention to detail.
* Be able to communicate and have a positive rapport with children of all ages and abilities.
* Be experienced in an administrative role.
* Be a team member who is happy to be flexible if necessary.
* Have good IT skills, in particular a working knowledge of Word & Excel.
* Hold GCSE’s in Maths and English at a grade C or above (or equivalent).

**We will** provide you with a friendly, supportive and positive environment with opportunities for professional development. If you are up for the challenge and you want to make a difference to young peoples' lives with us, then please apply.

Hollywater School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect 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 Disclosure and Barring Service checks along with other relevant employment checks.