HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Horndean, Hampshire PO8 9PQ
Tel: 023 9259 4325
Website: www.horndeantc.hants.sch.uk
E-mail: Nicola.bugden@horndeantc.hants.sch.uk

Administration Assistant

32.5 hours per week - 8am-3pm – Monday - Friday
39 weeks per year (term time only)
Grade C - Actual salary £18,923 - £19718 FTE £25,186- £26,244

We require a part time Admin Assistant to work within the Secretarial Department of this Community College. This is an opportunity for someone who is looking for a varied role which will involve data input and general administrative tasks. You will need to be well organised, approachable, friendly and able to multitask. We are looking for someone with high standards of written and verbal literacy, together with a good level of IT competence. The role will also give admin support to the Marketing Manager, organizing diary and associated work. Some flexibility is required to support out of hours meetings with minute taking up to 6 times per annum.

Successful candidates will be subject to a DBS check along with other relevant employment checks.

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

Support Staff application forms are available from the College website and should be returned to Nicola.bugden@horndeantc.hants.sch.uk please do not send CVs.

Closing date for applications: 12 noon Friday 27 March 2026