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| ROLE: | Office Manager |
| SCHOOL: | Southampton Hospital School |
| HOURS: | 30 hours per week, 40 weeks per year (Term time plus 1 week) |
| SALARY: | Grade 7 (£31,067 to £35,234 FTE) Actual salary: £22,186 to £25,162 |
| CLOSING DATE: | Friday 21 st March 2025, 12pm |
| INTERVIEW DATE: | Thursday 27 th March 2025 |
| START DATE: | As soon as possible |

JOB/PERSON SUMMARY:

We are seeking to recruit a highly motivated individual to join our dedicated team at Southampton Hospital School, an alternative provision academy specialising in educating children with medical needs. We support pupils in Southampton General Hospital and provide outreach teaching within the city.

As an Office Manager, you will assist the Senior Leadership Team with daily office operations, the management of MIS systems, parent contact, liaising with health teams and schools, HR, and staff welfare. We offer the chance to work within a welcoming, small team environment with flexible working patterns and home working options considered. Make a difference in a unique educational setting, helping children achieve their goals during challenging times. Job shares also considered.

If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then apply now to be part of our exceptional team!

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Has excellent organisational and administrative skills.
- Demonstrates strong communication abilities, both written and verbal.
- Is adept at liaising with parents, health teams, and other schools.
- Possesses experience in HR and staff welfare management.
- Is capable of multitasking and prioritising tasks effectively.
- Shows empathy and understanding towards children with medical needs.
- Is proficient in using office software and technology.
- Can work collaboratively within a small, supportive team.
- Is flexible and adaptable to changing circumstances.
- Is committed to making a positive impact in a unique educational environment.

Southampton Hospital School is part of the Hamwic Education Trust (HET). HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam?’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Local Government Pension Scheme
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Nell Giles at nell.giles@southamptonhospitalschool.co.uk

Prospective candidates are strongly encouraged to visit the school by appointment. To arrange a visit, please contact the Headteacher, Nell Giles on **02381 206667** or email nell.giles@southamptonhospitalschool.co.uk

Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

SAFEGUARDING:

All schools within HET 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.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.