



Role Title: Administration Officer

Hollybrooks Schools



Location:	Hollybrooks Schools
Contract:	35 hours per week, <i>term time only (39 weeks per year)</i>
Salary:	Between £26,070 to £29,567 (Actual) £32,061 to £36,362 per annum full time equivalent
Application deadline:	3 rd November 2025 at noon
Interview date:	11 th November 2025
Start Date:	ASAP

Hollybrook Infant and Junior Schools – The Hollybrook Schools are two form entry Infant and Junior schools with one Headteacher across both schools. We are currently virtually full in every year group and waiting lists are regularly in operation. There are 14 classes across the schools, 6 in the Infant School and 8 in the Juniors. The successful candidate will join the dedicated and supportive staff.

Hamwic Education Trust (HET) is a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset.

Role Summary:

Hollybrooks School are seeking to appoint an Administrative Officer

This role involves:-

- Taking the lead in Attendance throughout the school
- To Support the Headteacher in a personal assistant capacity
- To ensure general administration tasks are completed
- Supporting the rest of the school

We are seeking a professional individual who:

- Is a natural multi-tasker with strong organisational and administrative skills
- Has excellent written, communication and interpersonal skills
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard
- Is a self-starter who is motivated to use initiative and has a good attention to detail
- Has experience of working in an administrative role, undertaking variety of tasks

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings

- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Vince Mckeown by emailing vince.mckeown@hollybrookschoools.co.uk to arrange an informal chat or have a tour of the school. 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.

If you wish to apply for this position, please complete an application form which can be found at [Vacancies - The Hollybrook Schools](#) and return to HR@hollybrookschoools.co.uk

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.