

WYVERN COLLEGE
BOTLEY ROAD, FAIR OAK, EASTLEIGH, HANTS, SO50 7AN
E-mail: hrdept@wyvern.hants.sch.uk Tel. 023 8069 2679

PART TIME WELFARE OFFICER REQUIRED

SALARY: GRADE C (£26,018 – £27,111) PRO RATA for part time and TTO

HOURS: THURSDAYS and FRIDAYS

**(We are looking to cover school day times as a minimum and this will
be Term Time Only)**

We have a vacancy for a Welfare Officer to join our team.

The postholder will be required to work every Thursday and Friday and on occasions to cover staff absence and/or during busy times. Ideally, we are looking for someone with a current first aid certificate who has good communication skills and some experience of working with young people either in a paid or voluntary capacity. The postholder will need to remain calm under pressure and display sensitivity and confidentiality when dealing with students and staff. Some basic word processing skills would be desirable. Full training will be provided.

The College has consistently high achievement and the college was categorized as good in its last OFSTED inspection in December 2023.

The College has a highly experienced, inspirational and dynamic staff team who are key to the continued success of the college. Staff have a comprehensive range of opportunities for continuing professional development. You are promised a friendly and supportive work environment where staff feel valued for their contribution.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake a disclosure and barring service check. All appointments are subject to the satisfactory completion of all pre-employment checks.

We offer:

- A friendly and supportive work environment where staff feel valued
- Training & development opportunities
- Discounted childcare in our on-site nursery
- Discounted use of our sport and fitness facilities
- Free parking & many other benefits
- Local Government Pension Scheme

Please see the school website www.wyverncollege.org.uk/recruitment for an application form. Applications should be on Wyvern College forms, individual CVs will not be accepted.

Closing Date : **6th November 2026**

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.