



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

adminoffice@harrowway.hants.sch.uk

A thriving and inclusive school at the heart of our community. Rated "Good" by Ofsted, we are **01264 364533** dedicated to ensuring every student flourishes both academically and personally, while fostering a supportive and well-balanced environment for our staff.

Student Support Officer- Required as soon as possible

Grade D £22,477 - £24,729 Actual £27,780 - £30,564 Full Time Equivalent

35 hours per week, 40 weeks per year (term time plus 1 week in the summer)

A new opportunity has arisen for a suitable candidate to take on the role of Student Support Officer.

Reporting to the School Business Manager, the role will require the post-holder to assume day to day responsibility for some of the support services (including medical support) offered to students. Full details are provided in the job description.

The successful candidate will have the following qualifications/experience:

- GCSE's passes in Maths and English
- First Aid at work (or willing to complete the training)

And be able to demonstrate the following skills & behaviours:

- Good administrative skills, with proven ability in developing and implementing efficient systems and procedures
- Person-centred with excellent interpersonal and communication skills.
- IT literate with experience of using databases and google suite.
- Good organisational skills.
- Capable of working using own initiative and prioritising own workload, whilst also working as part of a team.
- Be trustworthy, professional, and able to empathise and must be professionally discreet and respect confidentiality.

How to Apply

Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Tracey Roberts, Business Manager, on the above number.

For more information about our school or to apply, please visit our website. You can download an application form at: <https://www.harrowway.hants.sch.uk/school-information/vacancies> Please send your completed application form to HR@harrowway.hants.sch.uk

Application Deadline: Monday 19th October 2026 – we reserve the right to close the application deadline early should enough applications be received.

Harrow Way Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check.

