



## **HORSFORTH SCHOOL**

**Job Title: Administrative Assistant – KS3 Pastoral**

**Responsible to: Assistant Headteacher**

**Hours: Full time, term time only plus 5 days**

**Pay Band: A1/A3 £19, 033 - £20, 003. Actual salary per annum**

The role involves providing an efficient and effective administrative support service to the Pastoral Team. The post-holder will be required to communicate effectively with parents/carers, students, staff and external agencies to engage with them as key stakeholders in the school's efforts to ensure students reach their full potential.

### **Main Responsibilities:**

1. Providing administrative support to the Deputy Headteacher; Pastoral and Assistant Headteacher; Inclusion in an accurate and timely manner, which may include spreadsheets, recording systems and databases.
2. Providing administrative support to the Year Co-ordinators and Pastoral & Behaviour Officers in Key Stage 3 predominantly, but also to those in other year groups as required.
3. Responding to student needs in our Pastoral Hub such as equipment loans.
4. Maintaining hard copy and computerised records and systems.
5. Liaising with parents, all staff and students as required.
6. Sending texts and letters home for whole school purposes.
7. Attending pastoral and/or curriculum meetings and taking minutes.
8. Compiling weekly behaviour, attendance and achievement reports and distributing to Year Co-ordinators, Pastoral & Behaviour Officers (PBOs) and Form Tutors.
9. Assisting in researching, drafting, amending and collating reports for a variety of pastoral purposes such as parental meetings.

10. Leading on the arrangements for and setting up of KS3 Parents' Evenings and other events in conjunction with the Leadership link for Parents' Evenings.
11. Assisting with the preparation of resources for form time, progress review lessons and pastoral meetings as directed by Form Tutors, Year Co-ordinators and PBOs.
12. Leading on the administration of Y6-7 transition alongside the Transition Lead and Y7 Year Co-ordinator.
13. Liaising with primary colleagues around meetings, student transfer and the sharing of information.
14. Supporting the Transition Lead with events such as Transition Days and Parents' Information Evenings.
15. Conducting research and preparing documents for admissions and appeals for school places.
16. Preparing publications for pastoral and inclusion on the school website and school communications, such as newsletters, Trustees etc.
17. Amending, updating and sharing appropriate documents for the website.
18. Maintaining the detention log, notifying parents and following up absences from detentions.
19. To be first aid trained and provide first aid cover in reception as required (assessing and treating day-to-day injuries, illness/sporting injuries - training to be provided) as directed by the Executive Assistant to the Leadership Team.
20. Providing cover for student reception and main reception as required.
21. Supporting with administrative tasks across the wider school.
22. Supporting with assemblies.
23. Supporting with trips and visits.

Experience using online programs such as Google suites, SIMS, CPOMS and SISRA are desirable but not essential.

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Senior Leadership Team.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. The school has a no smoking/vaping policy.

**Notes:**

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.