



**JOB DESCRIPTION**

**Role: Administration Assistant (Pastoral Care)**

Post Holder:

Team/Department: Student Support  
Contract Type: Permanent  
Reporting to: Assistant Headteachers (Pastoral Care)

Full Time/Part Time: Part time - 37 hours per week  
Term time (38 weeks) plus 5 inset days = 39 weeks per year

Times: 8am – 4pm Monday to Thursday and 8.00pm – 3.30pm on Fridays  
(With a 30-minute unpaid lunch break each day)

Grade/Scale: H4 – Scale point range 6-9 (dependent on experience)

Salary FTE: £25,989 - £27,254 paid pro-rata for part-time

**Responsible for:**

- Supporting the Assistant Headteachers (Pastoral and Safeguarding) with excellent administration and organisation in order that they can provide the highest possible standard of professional leadership and maintain a positive profile both inside and outside the school
- Support with safeguarding and student wellbeing issues

**Part 1 - Duties and responsibilities**

Under the direction of the Assistant Headteachers (Pastoral and Safeguarding), the Administration Assistant (Pastoral and Safeguarding) will be responsible for:

**Administration and Organisation**

- Acting as first point of contact for two Assistant Headteachers (AHTs) (Pastoral and Safeguarding) dealing with correspondence and phone calls in a timely and professional manner
- Managing inbound and outbound communications
- Diary management; organising meetings and appointments and associated paperwork
- Ensuring deadlines are met and producing associated reports, letters and presentations
- Managing filing systems for DA referrals/RAPs records etc.
- Liaising with staff, parents, pupils and members of the community on behalf of the AHTs
- Leading on the creation of the Communication Book and other projects as assigned by the AHTs



- Updating pastoral posters
- Updating Safeguarding related policies and procedures

### **Support with Safeguarding and Wellbeing**

- Be a member (Deputy DSL) of the Designated Safeguarding Team.
- Supporting with wellbeing initiatives for pupils and staff.
- Supporting with supervision of pupils, including pupils in internal exclusion
- Dealing with sensitive and complex issues, identifying and highlighting those which may require further referral
- Liaise with the School Counsellor, local authority and work with any other agencies, as required
- To liaise with external agencies to support the welfare and mental health of pupils

### **Part 2 – Additional requirements**

Individuals in this role may also undertake some or all of the following:

- Work collaboratively with colleagues in the Admin Department and providing cover as required
- Support with school events if necessary, eg Parent's evenings
- Act as Fire Wardens, assisting with fire safety drills
- Assist other support functions as assigned by the School Business Manager
- All employees are required to support the school's annual Open Evening in October

### **Part 3 - General requirements**

The post-holder will be required to:

- maintain and develop the Catholic Character of the school in accordance with the direction given by the Governors and expressed in the Mission Statement
- participate in Performance Management
- Comply with Trust and School Policies
- Uphold the values of safeguarding children
- Take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

- The nature of the work demands that discretion and confidentiality are of utmost importance at all times.



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

**Last review date:** April 2026  
**Next review date:** September 2027

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_