



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

We are committed to safeguarding and promoting the welfare of children

Role Title	Admin Assistant – Learning Support
Team/Department	Learning Support
Reports to	Head of Learning Support
Grade/Scale Point	H4, SCP range 6-9 - £25,989 - £27,254 inclusive of £729 fringe allowance (£22,915 - £24,000 actual pro-rata)
Full time/Part time	Part time – 37 hours per week, term time plus Insets – 39 weeks per year
Created/updated	June 2026

Purpose:

To provide:

- excellent administrative support to the Head of Learning Support and Learning Support Team
- pastoral support to pupils and parents/carers who come into contact with the Ark taking into account and understanding pupils' special education needs

Main Duties

- Creating and maintaining excellent communication with pupils, parents, LSAs, pastoral team, teachers.
- Liaising with other schools, Local Authority and external agencies,
- Coordinate and maintaining up to date records, register, filing and information systems (including Arbor/Classcharts) for individual pupils
- Collating and inputting data and producing reports as needed for individual and groups of pupils
- Supporting with administration for exam access arrangements
- Being available for students who come to the Ark during the day – providing sensitive pastoral support; upholding and promoting positive behaviour for learning
- Assisting home school liaison and supporting parents who contact the department
- Organising and preparation of all Annual Review and EHCP documentation, including taking minutes, ensuring all Annual Review paperwork is carried out and submitted within deadlines
- Maintaining an up to date record of additional provision provided to pupils.
- Co-ordinating and collating evidence for access arrangements
- Assisting with timetabling of support and interventions
- Assist and help set up parent support meetings, additional school visits, year 6-7 transition programme and other events e.g. open evenings.
- Typing correspondence to parents, outside agencies, staff and any internal correspondence
- Diary management for Head of Learning support
- Assisting with the ordering of resources and equipment needed for the department



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

- Support to school events, eg Open Evening
- Assist with provision of first aid to students when necessary
- Act as Fire Wardens, assisting with fire safety drills

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in NBS-Staff Shared T:\NBS 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.

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.

Staff Signature.....

Date.....

Line Manager.....

Date.....

Specification	Essential	Desirable
Education and Training	• GCSEs (or equivalent) at Grade B or above including English and Maths • L1 Safeguarding Children	• Business or Administration qualification
Knowledge and Experience	• Good ICT skills including MS Office: Word, Powerpoint and Outlook	• Experience in a school environment • Understanding of SEND Code of Practice • Training in first aid • Experience of School systems, eg Arbor, Classcharts, CPOMS
Abilities and Skills	• Ability to prioritise effectively • Strong organisational skills and ability to adapt • Excellent written and verbal communication skills • Ability to use initiative to pre-empt issues • Commitment to the School's Ethos and core values of Peace, Justice, Truth and Love. • Confident and competent use of ICT • Ability to work effectively as part of a team	

