



Job Pack KS4 Administrator

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November 2025

Dear Candidate,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	KS4 Admin and IAG Provision Officer
Grade	SO1 £38,256 to £39,276 (Actual £34,776 to £35,703)
Contract	36 hours a week, 40 weeks per year (term time only + 1 week in August)
Responsible to	Head of Business, Enterprise and Careers

Principal Accountabilities

- To support the Deputy Head Teacher Curriculum with the leadership and management of an outstanding IAG and student support provision for Heartlands students.
- To ensure students at Heartlands acquire the skills, knowledge, and personal development required to succeed academically and beyond.
- To support student attendance in Key Stage 4
- To administer the mentoring, coaching, and support of students to enable them to thrive both academically and personally.
- To contribute to the effective operation of the exams process, ensuring all KS4 students are fully supported.
- To research and evaluate and administratively support appropriate alternative provision pathways for identified students.
- To monitor and manage the oversight of the alternative provision placements.
- To support the Year 10 and Year 11 teams in delivering high-quality teaching, learning, and pastoral support.

Main Activities and Responsibilities

- Support the IAG lead in the development and administration of a high-quality IAG provision that meets the Gatsby Career Benchmarks, ensuring records, resources, and processes are maintained efficiently.
- Support attendance through working with the Attendance Office to make daily Save the Day attendance calls, monitoring and reporting processes, liaising with families, pastoral teams, and external agencies as needed.
- Provide administrative and strategic support for Year 10 and Year 11 academic and post-16 guidance processes, including tracking applications, collating data, and monitoring outcomes.
- Maintain and manage records for potential NEET students, supporting the design and monitoring of personalised IAG plans for vulnerable students.
- Liaise with external Sixth Form providers, colleges, apprenticeship providers, and other IAG contacts to organise information sharing, application tracking, and administrative support for student transitions.
- Coordinate the completion and quality assurance of teacher references and other documentation required for post-16 placements.
- Monitor alternative provision placements, collating and analysing progress data, and reporting key information to SLT, parents, and Governors.
- Liaise with Heads of Year, Heads of Departments, and Subject Teachers to support interventions through tracking, data management, and administrative oversight.
- Maintain accurate records for students educated off-site, tracking attendance and progress, and providing updates to SLT, parents, and Governors.
- Organise and manage the administrative elements of the Year 10 Work Experience programme, including placements, risk assessments, and student documentation.
- Maintain and monitor systems for student mentoring, coaching, and pastoral support, ensuring data and records are up to date for strategic review.
Provide administrative support for exam processes, including scheduling, data management, communication with staff, and liaison with external exam boards.
- Support the development and maintenance of study support areas and enrichment programmes for Year 10 and Year 11 students through logistical and administrative oversight.
- Ensure compliance with school policies and procedures in all administrative tasks, contributing to their ongoing development where appropriate.
- Undertake professional development to strengthen competencies in administrative and strategic student support processes.
- Provide any reasonable administrative or strategic support at the request of the Head of school to support key organisational objectives.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue:

Signature of postholder:

Name of postholder:

Person Specification

	Essential	Desirable
Qualifications		
Good Literacy and Numeracy Skills	✓	
Statutory training in Safeguarding and Child Protection completed or the willingness to undertake it	✓	
First aid training willingness to undertake it	✓	
Experience		
Experience of working with or caring for students with additional needs in the 11-18 age range	✓	
An understanding of the local offer in terms of academic and vocational Post 16 placements	✓	
An understanding of the local availability of alternative provision for students outside of mainstream education	✓	
Ability to plan effective interventions for students with a range of needs	✓	
Ability to plan and deliver some learning to whole classes and small groups and individuals	✓	
Skills		
Personal		
Flexible approach to working hours	✓	
Understanding of child development	✓	
Willingness to reflect on your own practice and develops as a professional	✓	
Ability to relate and communicate well with children and adults	✓	
Expertise in managing child protection and welfare matters according to school policy, procedure and guidance	✓	
A determination to ensure that all students are given the chance to succeed	✓	
An understanding of the issues around working with students with Special Educational Needs and EAL	✓	
An understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✓	
A clear knowledge of statutory practice and policy around child protection, safeguarding and student welfare	✓	
IT Skills		
Ability to use ICT and technology to support learning	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

KS4 IAG, Attendance and Student Support Coordinator

Salary: SO1 £38,256 to £39,276 (Actual £34,776 to £35,703)

Location: Haringey

Responsible to: Head of Business, Enterprise and Careers

Closing Date: 9am 22nd September 2026

Interview Date: To be confirmed

Heartlands High School is a vibrant, supportive and ambitious community, where staff work collaboratively and students are enthusiastic, diverse and full of potential. We are seeking an organised, proactive and student-focused professional to play a key role in supporting our Key Stage 4 learners as they prepare for exams and their next steps beyond school. Working with the Deputy Headteacher Curriculum, you will help deliver an excellent IAG (Information, Advice and Guidance) offer, support attendance, coordinate mentoring and coaching systems, and contribute to ensuring students thrive both academically and personally. You will also assist in the smooth running of exams, post-16 applications, transitions and the monitoring of students who may require additional support, including those accessing alternative provision.

The role includes maintaining accurate records, tracking attendance and progress, communicating with families and external providers, supporting Year 10 and Year 11 teams, and coordinating key processes such as work experience placements, references and post-16 documentation. You will contribute to a culture of aspiration, care and high expectations, while ensuring compliance with safeguarding, data protection and Trust policies. Heartlands is genuinely an amazing place to work, with committed colleagues, strong values and students who reward support, belief and guidance with growth, character and success.

We are looking for someone with strong administrative skills, excellent communication, confidence with ICT and data systems, and a commitment to inclusion, safeguarding and student success. An understanding of child development, attendance challenges, SEN, EAL or post-16 pathways would be an advantage. This role requires an enhanced DBS check and fluent spoken English.

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School.



We can offer you:

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to SLT and HR Administrator, Bailey-Olivia Henry, bailey-olivia.henry@heartlands.haringey.sch.uk

If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

Completed application forms should be submitted on My New Term by 9am

September.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.