



Job Pack
Behaviour/KS3 admin
support



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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	Behaviour/KS3 admin support
Grade	Scale 5 point 12 £27,807 to point 15 £29,214 pro rata, actual salary £25,277.63 to £26,556.65
Contract	Permanent
Hours	36 hours per week, Monday to Friday. 40 weeks per year
Post Tenable	ASAP

We are looking for a competent and hardworking administrator. Experience in schools is not necessary as full training will be given but a desire to help people and ensure our approach to treating our community members fairly, with respect and dignity is essential.

The successful candidate will provide administrative support to the pastoral team helping to facilitate admissions, attendance tracking and support and behaviour systems.

Main duties and responsibilities may include but are not limited to the following:

- To manage the central student database recording rewards and sanctions, monitoring activity and providing relevant action, reports and letters;
- To administer the exclusions process, includes completing letters, posting letters, entering on Bromcom; To ensure students are sent appropriate work home to complete during exclusion;
- To organise data on rewards producing reports to key staff;
- Update termly behaviour and reward tracker in preparation for celebration assemblies;
- To help with the organisation of celebration events
- To monitor and administer detentions
- To monitor and administer Headteacher detentions
- Provide administrative support to the production of half termly pastoral reports
- To administer the process for year 6-7 transition
- To support admissions processes by arranging meetings and coordinating with partner schools for records
- To support the attendance officer as needed with key tasks such as completing registers, visual checks on students, making absence phone calls and marking absences

The post holder will:

- To comply and assist with the development of policies and procedures, reporting concerns to

appropriate person.

- To undertake training to achieve the competencies required for the post.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well as Council and Governing Body policy.
- To implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post.
- To undertake any other duties that may reasonably be regarded as within the nature of the duties and basic objectives of the post.

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 the 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’s equalities policies.

Date signed:

Signature of postholder:

Name of postholder:

Person Specification

	Essential	Desirable
Qualifications		
Educated to A Level Standard or equivalent		✓
Strong passes in English and Maths Level 2	✓	
Experience	✓	
Experience of using ICT effectively (Excel, Word, PPT, Google Apps)	✓	
Experience on a database (Bromcom training available)		✓
Provide high-quality assistance to pupils with behavioural and education needs		✓
Ability to provide high-quality outcomes	✓	
Ability to provide high-quality outcomes	✓	
Managing and implementing recording and reporting systems	✓	
Administrative experience	✓	
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Attention to detail in communication and planning	✓	
Commitment to personal career development	✓	
Flexible and willing to contribute to the success of the team	✓	
Problem solving	✓	
Administrative		
Excellent communication skills and organizational skills	✓	
Relations		
Ability to work as part of a team	✓	
IT Skills		
High Level of Skill in using ICT effectively (Excel, Word, PPT. Google Apps)	✓	

Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Knowledge and understanding of safeguarding and child protection policies and procedures	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students/parents	✓	



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.

Behaviour/KS3 admin support – Heartlands High School

Salary: Scale 5 point 12 £27,807 to point 15 £29,214 pro rata, actual salary £25,277.63 to £26,556.65

Location: Haringey

Contract type: 36 hours per week, Monday to Friday, 40 weeks

per year. Contract term: Permanent

Closing date: 9am Monday 13th April 2026

Interview Date: To be confirmed

Heartlands High School is a vibrant, inclusive, and high-performing secondary school located in the heart of Haringey. Committed to providing an outstanding education for all students, we foster a culture of high expectations, ambition, and success.

We are seeking a passionate and dedicated Deputy SENCO to join our team and contribute to our mission of nurturing confident, resilient, and well-rounded young people. This is an exciting opportunity to work in a supportive and forward-thinking environment where staff are valued, and professional development is a priority.

If you are an enthusiastic and committed individual who shares our vision, we would love to hear from you!

We can offer you

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

At Heartlands High School, ambition is at the heart of everything we do. We are driven by a relentless commitment to excellence, blending a strong ethos with a results-focused approach. Our school is a place where both students and staff thrive, supported by first-class training, development opportunities, and clear pathways for career progression within our evolving Trust.



We set high expectations because we believe in unlocking every individual's full potential. Our culture of exemplary behaviour ensures that teachers can focus on what they do best—delivering outstanding lessons that inspire, challenge, and empower.

With state-of-the-art facilities, Heartlands High School is a vibrant, oversubscribed school and the first choice for many families in the local community. Our diverse student intake reflects the rich culture of the area we proudly serve. Everything we do is underpinned by our SEARCH values: **School Matters, Effort, Achievement, Character, and High Aspirations**. These principles drive our success and fuel our ambition to provide the very best education for our students.

If you share our passion for excellence and want to be part of a dynamic, forward-thinking team, we would love to hear from you. Get in touch to find out more about this exciting opportunity!

If you would like to find out more about the position, we would love to talk to you.

For further information, please contact Miss Henry, PA to SLT
bailey-olivia.henry@heartlands.haringey.sch.uk

Completed application forms must be submitted by 9am Monday 13th April 2026

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.