

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



PA to
Deputy Head
Pastoral



Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: PA to Deputy Head Pastoral

Main purpose of the job:

To provide full administrative support for the Deputy Head Pastoral. Liaising with the other PA's, SLT and SMT to support the school's needs.

Reporting to: Deputy Head Pastoral

Reporting to the job holder: N/A

Main duties and responsibilities:

All duties below are performed in support of the Deputy Head Pastoral.

General administrative duties include but are not limited to;

- Diary management
- Pastoral briefing – collate all important pastoral/safeguarding information on students and prepare in minutes for staff weekly
- Write and circulate letters/Emails to parents, staff and students on behalf of DHP
- Assist DHP with any interviews and prepare interview packs
- Book attendance at events/training for Pastoral team
- Support in locating missing pupils, cover of Medical Centre and dealing with any school emergencies that arise
- Filing
- Review post and action where necessary
- Arrange meetings with parents/students/staff/governors/external trainers
- Caxton Card statement – collate all receipts/invoices and coding
- Proofreading
- School posters- Safeguarding, Medical posters, Emergency Contact Sheet- updated annually
- Minute taking where necessary
- Managing emails/calls
- Collate information such as CPOMS/Behaviour/Complaints
- Prepare academic passes via Resources and leave in the staff room.
- Annually update the Key Staff and Officers document
- Be a point of contact for staff and try to deal with queries before going to DHP

- Keep a close working relationship with other admin support staff

Other duties -

- Each term, contact previous schools of new students for all Safeguarding/Pastoral concerns- collate, file & upload
- Monitor, transfer and log all existing records of Pastoral/Safeguarding concern to new school for school leavers - end of each term liaise with DHP of who has a file to send.
- At the start of each term, on INSET day, ensure there is a safeguarding training session with the DHP ensuring those that are required to attend, are invited. Liaise with HR on new staff joiners.
- CPOMS for new staff; provide access, ensure they are assigned the appropriate default group.
- Assist DHP with the update/review of policies throughout the year
- Organise, collate and complete the annual ISC Census (January each year)
- Each term ensure that the tutor lists are up to date, new staff replacing staff leavers. Liaise with PA to Senior Deputy Head and Head of Year.
- Reward & Conduct and Late marks - collate and review all data on a weekly basis and liaise with Heads of Years. Issue detentions or more senior sanctions where necessary.
- Keep control of 'all staff' master list - completed Safeguarding training, Prevent & key policies - chase staff and re-arrange, when necessary
- Amend the new Safeguarding checklist for Governors and complete the annual report for Governors, when appropriate.
- Produce documents to assist DHP to implement rules/changes such as behaviour/sanction trends.
- Organise external speakers and events on behalf of DHP.
- Occasionally support Students/Prefects and assist with organising the logistics of any charity/fundraising activities.
- Organise the annual John Fry Competition (organisation starts October - final is in Feb/March) - liaise with the team.

Other duties may be required by the DHP and members of the Senior Leadership Team.