

# 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.