

**THE HEATHLAND SCHOOL**  
**PUPIL SUPPORT ADMINISTRATOR**  
**SCALE 3**  
**Term time + 5 INSET Days**  
**FULL TIME 10am – 4.45pm**

**JOB PURPOSE**

To provide administrative support for the school's Centralised Behaviour System (CBS) and pupil support team.

To process reports in a timely manner and communicate these to staff and parents.

To provide administration support to the Deputy Headteacher Pupil Support and Assistant Head Pupil Support.

**KEY ACCOUNTABILITIES**

Responsible to the Deputy Head (Pupil Support)

1. To organise and support the Centralised Behaviour System (CBS) detentions daily.
  - To run behaviour reports on a daily basis and prepare daily detention registers
  - To communicate home to notify parents/carers of detentions
  - To monitor the attendance of pupils in CBS
  - To use SIMs to notify staff of students who are required to be escorted to detention daily
  - To be part of a group of staff to run CBS from 3.15 – 4.20 each day
2. To produce and update the weekly report for Curriculum CBS detentions.
3. To assist the DHT Pupil Support and AHT Pupil Support in preparing the termly CBS rota.
4. To update Achievement and Behaviour Points spreadsheet for Years 7 to 11 on a weekly basis.
5. To produce the Internal suspension report for governors on a termly basis.
6. To notify parents/carers of students who are placed in internal suspension on a daily basis.
7. To maintain accurate and up-to-date records of all 205G and 3G referrals, ensuring information is entered onto Microsoft Teams and other relevant tracking systems.
8. To ensure that all letters related to internal suspension are drafted for approval for the Deputy Headteacher (Pupil Support), Assistant Headteacher (Pupil Support), Deputy Headteacher (Curriculum), and Deputy Headteacher (Sixth Form and Resources) before being issued.
9. To support the administration of Permanent Exclusions by gathering, collating and preparing relevant pupil information and documentation, including the redaction of statements and records as required.
10. To support the Deputy Headteacher (Pupil Support) and Assistant Headteacher (Pupil Support) with writing and sending letters following meetings and attending meetings to take minutes.
11. To provide support as and when required to the office manager for Year Team and Department administration support.
12. To follow all safeguarding procedures and complete training as required.
13. To complete general administration tasks for the Deputy Head Pupil Support.

This job description may be re-negotiated if the needs of the school change in the future

**THE HEATHLAND SCHOOL  
ADMINISTRATIVE ASSISTANT (Pupil Support)  
PERSON SPECIFICATION**

Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A-C in English Language and Maths</li> <li>• Willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work (valid certificate required)</li> <li>• Candidate must be prepared to be trained in First Aid – training will be provided</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a similar role</li> <li>• Experience in Microsoft Office</li> <li>• Strong knowledge of Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of using SIMS</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to prioritise and multi-task</li> <li>• Ability to communicate with both adults and children</li> <li>• Ability to work constructively as part of a team</li> <li>• Willingness to learn and adapt quickly</li> </ul>	