

The Holy Family Catholic School



Pastoral Admin Assistant Required for September 2021

Band 4 Point 3 (Actual salary £15,833) permanent 37 hours per week term time only + 5 days (worked during periods of school closure)

The Holy Family Catholic School has created an exciting opportunity for a newly designed post of Pastoral Support Admin Assistant.

The role will involve providing an efficient and effective administrative support to the Deputy Headteacher and pastoral team, being responsible for creating and updating student pastoral information, and being an important link in liaising with parents/carers, and relevant school staff.

Main tasks

- Assisting the Key Stage teams in the preparation of Parents' Evenings and other events during the academic year
- Communication where appropriate with parents and carers on behalf of the pastoral team
- Providing administrative support to the Deputy Headteacher and the pastoral team to ensure that all documents are produced in a timely manner and to a high quality. This may include the use of spreadsheets and databases and assisting with recording systems.
- Compiling weekly behaviour and achievement reports using Class Charts
- Attending pastoral meeting and taking minutes.
- Maintaining the detention system, sending detention notifications to parents and following up absences from detentions
- Undertaking any other reasonable duties at the direction of the Headteacher.

Applicants must have effective oral and written communication skills and be computer literate, with GCSEs including English and Maths.

The Holy Family Catholic School is a consistently oversubscribed Catholic School serving the town of Keighley and surrounding villages in pleasant-rural surroundings.

We offer an excellent platform for enhanced career development and whole school leadership opportunities in a friendly, supportive and enthusiastic staff team.

The successful appointment will be subject to a successful DBS check

Please note we require you to apply using our application form, details of how to access are below.

Further details and application forms are available by contacting Mrs M Clare by email: mclare@holyfamilyschool.uk

Tel: 01535 210212

Closing Date: Thursday, 15 July 2021 at 9.00 am