The Redhill Academy

Job Description

Job Title: **House Support Assistant**

Location: The Redhill Academy

Salary: The Redhill Academy Trust Pay Scale, Band 7
£19,843 - £21,904 (Full Time Equivalent)
Actual Salary £16,714 - £18,450

Hours of work: 37 hours per week (Term Time Only)
8am – 4pm Mon to Thurs 3:30pm finish on a Friday
(half an hour for lunch)

Responsible to: Head of House

Post objective: To provide full administrative support to the Academy's three Heads of House.

Main Duties and Responsibilities

- Support the Heads of House in monitoring attendance and punctuality of students, providing weekly reports to the Heads of House and liaising with the Attendance Officer.
- Support the Heads of House in monitoring behaviour and on-call logs, providing a weekly behaviour summary.
- Coordinate 'Coms' folders (Tutor Communication Folders).
- Coordinate and communicate with the school Receptionist/Secretary to ensure any text messages/letters have gone out as required by the Head of House.
- Support the Inclusion Officers with taking pupil statements as and when required.
- To administer house points, awards and certificates, providing weekly and termly reports to the Heads of House
- Create weekly house point posters
- Support the Heads of House with the preparation for rewards assemblies.
- Maintain a Pledge Passport overview.

- Prepare documentation for Zorba meetings.
- Organise and coordinate the Year 11 Leavers Prom.
- Support with the organisation of any House events as required.
- Coordinate student photographs
- Coordinate student immunisations
- Maintain student files including an annual disposal, complying with GDPR and Safeguarding policy.
- Raise orders on the HOGE finance system as required by the Heads of House
- Arrange appointments and meetings for the Heads of House as and when required.
- To attend meetings if required, taking and distributing minutes.
- To attend Student Council meetings, taking and distributing minutes.
- Administrative support with any Transition as required.
- Undertake the role of Co-Tutor to support the Heads of House if required.
- Assist and support students with enquiries or problems. To include printing of lost timetables, loaning school ties or face masks, lost property.
- Administer first aid and medication to students according to policy and procedures for the purpose of meeting immediate health care needs.
- Completing any other relevant HOH pastoral support work as directed by HOH or SLT

General

- Liaise with teaching and operational colleagues over matters relating to the HOH Administrator role and whole-school issues.
- Liaise with parents and external organisations both verbally and through written communication.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.