

House Leader Administrator

- Working weeks: Term time only, 39 working weeks
- Hours : 28 hours per week over four days
- Daily working time: 08:30 to 16:00 (half hour lunch break)
- Salary scale: D grade
- DBS requirement: Enhanced DBS disclosure on appointment
- Responsible to: House Leader for Guidance

Key duties include:

To supervise small groups of students in the exclusion room (est 3 days p/w)
Administrative support to 4 House Leader's for Guidance
Written and verbal correspondence with parents and carers
Administration of detention schedule
Assisting with transition events for primary pupils

Desirable skills and attributes:

Excellent ICT skills
Excellent communication skills are essential