



ADMINISTRATIVE ASSISTANT (Pastoral & Behaviour)

SALARY: SCALE 4, £30,288 fte (subject to pro rata)

1 YEAR FIXED TERM CONTRACT

TERM TIME PLUS 3 WEEKS: 41 WEEKS, HOURS TBC
(COVER RECEPTION FROM 7:30 - 08:00 OR COVER RECEPTION from 15:00 - 16:00)

SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

WWW.HARLINGTONSCHOOL.CO.UK

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PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. We moved into our new building in October 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email recruitment@harlingtonschool.org) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A D'Onofrio
Headteacher



THE ROLE

ADMINISTRATIVE ASSISTANT

SALARY: Scale 4, £30,288 fte – subject to pro rata.

HOURS: This is a term time only plus 3 weeks appointment. The post holder is employed for 41 weeks per year, which includes five training days. Full details of employment hours are contained in the contract and will be agreed with your line manager. As this is a term time position, holidays occur during the published holiday periods of the school.

LINE OF RESPONSIBILITY:

The administrative assistant will be directly reporting to the Director of HR & Admin with a dotted line to the Deputy Head responsible for Behaviour and Pastoral.

THE ADMINISTRATIVE ASSISTANT:

- is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.

JOB PURPOSE:

We are looking for an individual who has the following areas of experience and is competent to:

- Assist with all aspects of the development and effective operation of the administrative function within the school, including that of its extended facilities.
- Assist with the management of the school's office and reception area, assisting during periods of staff absence as required.
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other colleagues.



JOB DESCRIPTION

JOB PURPOSE

To provide efficient and proactive administrative support to the pastoral and behaviour teams within the school, ensuring that all related processes run smoothly and are accurately recorded. The role involves close collaboration with Heads of Year, the Pastoral Leadership Team, and senior staff to manage student behaviour records, coordinate pastoral meetings, and maintain communication with parents and carers. The post holder will be responsible to record, track, and report on student behaviour and attendance, supporting a positive and well-monitored school environment.

KEY DUTIES AND RESPONSIBILITIES

Behaviour Administration

- Support SLT with behaviour documents, both internal and external, regarding incidents and behaviour.
- Collect and collate behaviour evidence from Heads of Year and maintain organised records for SLT.
- Support staff with behaviour accumulation stages and ensure escalation processes are logged.
- Maintain accurate and timely records on Bromcom/TrackIt Lights for all pastoral and behaviour interventions.
- Generate behaviour reports and track incidents to support Heads of Year with Return from Seclusion meetings.
- Produce weekly and half-termly behaviour and attendance reports/dashboards for SLT and Governors.
- Ensure compliance with the school Behaviour Policy, maintaining clear evidence trails for internal and external scrutiny.

Detentions & Seclusions

- Generate daily lates detention lists for Pastoral Support Leaders (PSLs).
- Manage detention lists and ensure communication with parents/carers is completed.
- Monitor and process students who fail to attend late detention, updating the 4pm detention list throughout the day.
- Assist with the smooth operation of daily detention registers.
- Prepare seclusion letters and distribute to parents/carers via ParentMail.
- Provide administrative support for seclusion processes, including reintegration meeting paperwork.

Suspensions & Exclusions

- Support the Headteacher's PA with the suspension process.
- Support SLT with the administration of student suspensions and exclusions.
- Maintain case files for students at risk of suspension or permanent exclusion.
- Ensure compliance and record-keeping for all suspension/exclusion decisions.

Pastoral Support

- Provide administrative support for Pastoral Support Plans (PSPs), Behaviour Improvement Plans (BIPs) and other staged interventions.
- Assist with scheduling, record-keeping and circulation of paperwork for inclusion meetings.



- Support HOYs and PSLs with pastoral caseload administration.
- Support the organisation of pastoral events such as parent evenings, information evenings, rewards events and assemblies.

Safeguarding Administration

- Support the Deputy Headteacher with safeguarding administrative tasks.
- Assist the DSL/Deputy DSL team with record-keeping and paperwork linked to CPOMS referrals, safeguarding logs and chronology updates.
- Ensure compliance with KCSIE and safeguarding record-keeping expectations.

Attendance Administration

- Support the Attendance Team with inputting absences, appointments and late registration on the MIS.
- Support the SLT Attendance Lead with letters regarding punctuality to lessons and school.
- Produce attendance reports and support analysis of trends for early intervention.

Communication & Correspondence

- Draft internal and external letters to parents/carers via ParentMail.
- Log and monitor parental/carers communications, ensuring follow-up where necessary.
- Support the Teaching and Learning teams and Heads of Department with correspondence to parents/carers.
- Create letter templates as required to support senior, pastoral and teaching teams.
- Ensure all correspondence is in house style, accurate, and grammatically correct prior to publication.

General Administration

- Provide efficient administrative support to the school's senior leadership team (SLT).
- Take minutes/notes in meetings, including some meetings outside of normal working hours.
- Answer incoming and internal switchboard calls, dealing with requests and enquiries.
- Assist reception with cover during busy times or absences.
- Assist with the circulation of incoming mail and outgoing post.
- Support colleagues by checking, correcting and editing documents for a variety of audiences.
- Support the development, implementation and review of administrative procedures and systems, ensuring compliance with policies.
- Ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and within deadlines.
- Provide assistance to teaching staff with regard to administrative matters and correspondence.
- Establish and maintain good relationships with students, parents/carers, colleagues, outside agencies and other professionals.
- Ensure compliance with Data Protection regulations.



ADDITIONAL REQUIREMENTS:

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school.
- The School is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the School's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the school.

REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.

Person Responsible: Headteacher.



PERSON SPECIFICATION

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, ‘can do’ approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills	✓	
Ability to think laterally; open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	

Qualifications, Understanding and Experience	Essential	Desirable
A minimum of 5 GCSEs (grade A*–C/ 9-4 or equivalent) including English and Mathematics.	✓	
‘A’ Levels or equivalent		✓
An excellent command of the English language (ability to proofread, correct and edit documents for a variety of audiences)	✓	
A good standard of numeracy skills.		
A continued commitment to own professional development.	✓	
A working knowledge and understanding of MIS in schools	✓	
A working knowledge of Excel spreadsheets and Word documents	✓	
A working knowledge of Parentmail or similar communication systems	✓	
Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children	✓	
Knowledge of current legislation, guidance and developments relating to GDPR and Safeguarding	✓	



APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: recruitment@harlingtonschool.org. If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.

CLOSING DATE: Friday 26th September 2025, 12pm

INTERVIEWS: TBC

SHORTLISTING AND INTERVIEWS MAY TAKE PLACE BEFORE CLOSING DATE FOR SUITABLE CANDIDATES.

If you have not heard from us within two weeks after the closing date, please consider your application as unsuccessful.

SELECTION AND INTERVIEW PROCESS

APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- Interview panel if calibre of teaching and reflection is good, in line with the experience of the candidate.
- Tasks
- HR Interview

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the post holder.
- May be required to perform any other reasonable tasks after consultation.
- All members of staff are required to participate in the school's appraisal scheme.
- Staff are required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Staff shall uphold the school's policy in respect of child protection and safeguarding matters.
- Staff shall be subject to all relevant statutory and institutional requirements.



SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review: <https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in April 2024, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

NEW TO THE TEACHING PROFESSION?

Your training and development needs are fully supported in your ECT years and beyond. We have a full time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since OfSTED judged it to be good in 2018, and this was reconfirmed in the recent 2024 Section 8 visit. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.

We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students.



We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

