



Job Description

Job Title:	Lower School Coordinator
Department:	Pastoral
Responsible to:	Head of Lower School
Last reviewed:	June 2024

Job Outline

Haileybury's Lower School has c. 115 pupils across Years 7 and 8, and provides a stepping stone from prep or primary school into our busy, co-educational boarding school. The Lower School Coordinator offers administrative support to the Head of Lower School and wider tutor team, to ensure the smooth day-to-day running of the Lower School. They will be an effective and efficient administrator, but also enjoy being part of this important aspect of Haileybury's offer, getting to know the girls and boys, and helping them to thrive ahead of their moving into the Main School.

Hours

This post will involve working Monday – Friday, 8:00am – 5:00pm (with a 30-minute unpaid lunch break), 42.5 hours per week, during term time (circa 33 weeks), plus 2 weeks out of term time by agreement with the Head of Lower School.

The job holder may be required to undertake additional hours to service a variety of school events in particular but not limited to Speech Day, Induction Day and Welcome Day. Other House events are optional, though the Lower School Coordinator is encouraged and welcome to attend.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities

Welfare, Health & Safety

- To take responsibility for the wellbeing of pupils at all times when on duty, including reporting of issues to House staff and recording on the Child Protection Online Management System (CPOMS).
- Act as a supervising presence in the House to ensure appropriate behaviour and alert the Head of Lower School if there are any concerns.
- To provide a friendly, open environment for pupils to seek help.
- To support the Head of Lower School in the day-to-day running of the House when on duty.

- To be the 'responsible adult' in house, if necessary, when on duty.
- To act as first aider in the event of a medical emergency.
- To liaise with the Health Centre with regards to ill pupils and arrange appointments when required.
- To chaperone pupils to hospital in emergency, in an ambulance or in a taxi as required.
- To respond appropriately to any fire alarm sounding, investigating the cause of the alarm and evacuating the building ensuring your own personal safety and that of the pupils and other staff within the Lower School.

Administrative

- To assist as necessary with tracking down pupils. Access to the School Online Communication System (SOCS) and the Internet-based Schools Admin Management System (iSAMS) registration system will be given.
- To assist the Head of Lower School in ensuring that morning and afternoon registration is completed and all pupils are accounted for. This will include signing pupils in and out of school as required.
- To act as the Lower School receptionist during part of the school day dealing with inquiries from parents or pupils.
- To assist the Head of Lower School with routine administrative tasks as required.
- To be available to the Head of Lower School when on duty for updates/discussions/briefings on activities and events in the House.
- To assist the Head of Lower School with organising House events such as parents' social evening or pupil trips.
- To proofread Head of Lower School/ tutor summary reports.

Day-to-day

- Provide a supervising presence in the Russell Dore building at set times during the week.
- Be dressed appropriately for the role – smart office dress (meeting parents is very likely daily) or school provided branded clothing.
- Report any required maintenance works to the Head of Lower School.
- Ensure that all safety precautions are taken to ensure your personal safety and the safety of others.
- Report to the Head of Lower School any items requiring repair.

General Duties:

- To undertake duties in line with established Haileybury practices and protocols.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the School's staff.
- To undertake appropriate training to ensure that skills remain up-to-date as necessary.
- At all times to carry out duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Head of Lower School.
- To undertake your responsibilities to promote the safety and wellbeing of children and young people.
- To undertake such other duties as required to ensure the smooth running of the Lower School, including assisting other members of the Pastoral team as and when required.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Lower School Coordinator

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Educated to A Level standard or equivalent and above		✓
First aid		✓
Knowledge, Skills and Experience		
Previous administrative experience with good administration skills	✓	
Excellent organisational skills	✓	
Proficient in Microsoft / G Suite	✓	
Experience of working in a school or other educational establishment		✓
Excellent organisational skills	✓	
Supervisory skills		✓
Applying health and safety at work		✓
Personal Attributes		
The ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Good communication skills at all levels	✓	
Good listening skills	✓	
Ability to work unsupervised and use own initiative	✓	
Ability to learn	✓	
Ability to work in a team and individually	✓	
Willingness to work flexibly when required	✓	
Self motivated	✓	
Smart appearance	✓	
Reliable, punctual, confident, honest and polite	✓	