

# THE HOLT SCHOOL

Holt Lane

Wokingham

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[www.holtschool.co.uk](http://www.holtschool.co.uk)

## Student Support Assistant

**Start date: June 2025**

**37 hours per week: Monday to Friday**

**Hours of work 8.15am to 4.15pm, term time only**

**Rate of pay: Grade 4 Scale Point 7-11**

**£13.26 - £14.13 per hour**

**Actual Salary £21,348 per annum**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

The successful candidate will have had previous experience in schools, youth or social work, be able to demonstrate a compassionate manner with an appreciation for the need of sensitivity and discretion. An understanding of safeguarding and child protection legislation and procedures would be an advantage but training will be provided. Good knowledge of Microsoft office programs is essential.

You will work with a Head of Year to deliver excellent pastoral care to support students who are experiencing difficulties associated with school life, including attendance, friendship issues, health issues and uniform misdemeanors. The post holder will be able to prioritise workload and resolve issues that arise independently as well as work effectively in a team. You will also be expected to administer first aid on a daily basis, liaise with parents and support the school's ethos and expectations.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Kay Maynard (Student Support manager) for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

**Closing date: 9am, Wednesday, 14<sup>th</sup> May 2025**



# THE HOLT SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	Student Support Assistant	<b>Name:</b>	
<b>Reports to:</b>	Student Support Manager	<b>Reviewed:</b>	June 2024
<b>Grade</b>	4	<b>Hours of work/FTE</b>	37 hours term time 5 days a week 8.15am-4.15pm ½ hour unpaid lunch
<b>Employment Status</b>	Permanent		

*To be line managed by Student Support Manager*

**To support pastoral issues within the school by working with the Heads of Year, staff and students.**

At The Holt School this will involve:

1. Providing emergency first aid for staff and students and contacting next of kin where necessary. To help maintain and administer medicines, prescription only medicine permissions.
2. To ensure also health and safety concerns and first aid incidents dealt with are reported.
3. To provide initial counselling and nurturing to students and liaise with teachers, Heads of Year and SLT.
4. To provide support for the Heads of Years.
5. To provide nurturing spots as time allows and as requirements dictate
6. To contact parents regarding absence and day to day pastoral issues, as requested by Heads of Year and identify problem areas.
7. To attend outside professional meetings when required.
8. To assist the Heads of Year in the organisation of events for students and their parents, including presentation assemblies and project days.
9. To support students with particular needs, e.g. anxiety, anger management, family trauma. Liaising with teachers accordingly.
10. Recording lates and detentions of students in your year groups on SIMS – if attendance is unable to complete.
11. To be responsible for encouraging and enforcing the wearing of correct uniform according to the school's dress guidance.
12. Maintain student records on CPOMs.
13. To be responsible along with other Student Support members for keeping of valuables handed in as confiscated items.
14. To undertake other duties as may become necessary and as discussed and agreed with the postholder.
16. To assist with the set up/management of Parents' Consultation Evening using online system.
17. To provide intimate care for students as required during the school day.
18. Assist manager with administration and support of transition duties.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Student Support Assistant</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	
First Aid Knowledge		✓
Professional Experience in a similar role i, e school or youth work		✓
A Levels/Post 18 qualifications		✓

<b>Skills</b>		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Good communication skills – orally and written	✓	
Flexible and adaptable – be able to think on your feet	✓	
Efficient administrator – to know when to take the initiative	✓	

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓