**NORTH HUDDERSFIELD TRUST SCHOOL**

**ADMINISTRATIVE OFFICER: PASTORAL, STUDENT WELFARE & ATTENDANCE**

**GRADE 5**

**JOB DESCRIPTION**

**PURPOSE OF THE POST**

To provide a clerical/administrative service to the school, specifically in the areas of pastoral support, student welfare and attendance

**KEY AREAS**

1. Pastoral support

2. Attendance support

1. General

**DUTIES & RESPONSIBILITIES**

**1 Pastoral support**

1.1 Provide high quality administrative support for the school’s pastoral care team.

1.2 Prepare and submit official documentation as directed, including single point referrals, child protection reports and other confidential and sensitive information.

1.3 Deal with routine enquiries from staff, students, parents and third party agencies, delivering excellent customer service at all times

1.4 Organise the pastoral team diaries

1.5 Prepare student data for meetings and take minutes as appropriate

1.6 Assist with the transition process to support primary school children joining the school from Year 6

1.7 Maintain and update filing, record and information systems

1.8 Contribute to the ongoing development of the pastoral care team

**2 Attendance**

2.1 Deliver service to the school under the student absence management policies, ensuring that all student data is recorded accurately and basic attendance support cover is provided when required.

2.2 Record attendance data and ensure the school’s database is accurate and up to date

2.3 Take enquiries from staff, students, parents and third party agencies, delivering excellent customer service at all times

2.4 Support the Attendance Officer in managing cases of persistent absence

2.5 Liaise with external contacts, including other schools, colleges and social care agencies to pro-actively manage student attendance

2.6 Prepare and distribute correspondence on behalf of the Attendance Officer

**3 GENERAL**

3.1 To adhere to school policies and procedures and maintain confidentiality at all times

3.2 To undertake other duties and responsibilities of an equivalent nature, as may be determined by the post-holder's supervisor from time to time, in consultation with the post-holder.

3.3 The post-holder's duties must at all times be carried out in compliance with the school’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

3.4 Take reasonable care of the health and safety of self, other persons and

resources whilst at work.

3.5 Co-operate with the school’s management as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

3.6 It is the duty of the post-holder not to act in a prejudicial or discriminatory manner towards employees or anyone else connected with the school, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post-holder should also counteract such practice or behaviour by challenging or reporting it.

**RESPONSIBLE TO: Office Manager**

**RESPONSIBLE FOR: None**

**JOB DESCRIPTION UPDATED: May 2017**