**BATLEY GIRLS’ HIGH SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE:** Pastoral Admin Support Officer

**GRADE:** 5

**LINE MANAGED BY:** Senior Pastoral Admin Support Officer

**RESPONSIBLE TO:** None

**MAIN PURPOSE OF ROLE:**

To provide an administrative support service as directed by the Senior Pastoral Admin Support Officer, General Office

**KEY ACCOUNTABILITIES:**

* Preparation of letters and circulars for students, parents and outside bodies as directed
* To ensure that documents/reports/letters are produced and formatted to school standards and within school deadlines e.g. exclusions
* To provide administrative support for term time holiday requests and administering penalty notices where appropriate
* To ensure that telephone/visitor enquiries are responded to sensitively and resolved appropriately, directing more complex calls to appropriate staff
* To deal with confidential correspondence including letters, reports etc.
* To prepare school documents, plans, policies, prospectuses, school displays etc.
* To provide administrative support for careers meetings and to ensure that events are arranged and prepared for in a timely manner and are serviced and recorded appropriately
* To undertake clerical duties for the careers function i.e. photocopying, minute taking and associated administration as required
* To liaise with staff, pupils or other outside agencies on behalf of the Senior Leadership Team as required to gather, receive and exchange information
* To contribute to developing and maintaining effective and appropriate administrative systems in support of the school’s practices and procedures
* Undertake lunchtime reception cover duties
* Inputting student data as and when required
* Maintaining student files and records
* To maintain effective communication between students, parents/carers, teachers and agencies as appropriate
* To give clear and consistent messages regarding BGHS policies and practise to students, parents, carers and members of the community
* Filter and distribute incoming post and emails
* To liaise with reprographics regarding printing of items, ensuring that deadlines are met
* To provide a friendly, professional and customer focussed reception service to all visitors and callers
* Handling money from students for school trips etc.
* To ensure that all office equipment is used proficiently, taking in to account Health and Safety requirements, copyright legislation and ensuring effective stock management is maintained
* Be aware of child protection issues /indicators and report any appropriate information to the ‘names person’ immediately

**Other duties:**

* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Admissions Officer from time to time, in consultation of post holder
* Take reasonable care of the Health and Safety of self, other persons and resources whilst at work
* Co-operate with the school to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed e.g. operate safe working practices

**Additional Information**

* To undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
* The postholder is required to have a good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
* As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school’s responsibilities towards safeguarding.
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.