

## **PASTORAL SUPPORT - ADMINISTRATIVE ASSISTANT**

The Pastoral Support Administrative Assistant will provide a supportive resource to the pastoral team, including the Assistant Head- Pupil Support, Learning Manager, and Pastoral Support Assistants.

### **Principle Duties**

The post holder will:

Provide general clerical and administrative support to the Pastoral team.

Maintain manual and computerised records and management information systems.

Research and produce reports and information as requested.

Prepare Agenda's and take minutes / notes at meetings.

Assist pastoral colleagues to investigate incidents and gather information.

Assist in collection of pupil statements from participants and witnesses to incidents.

Operate school equipment / systems as required (eg Achievements, CCTV)

Communicate with parents as required.

Monitor pupils working within the Internal Exclusion Room.

Request, Collect and Return work required for pupils internally & externally excluded.

Maintain a resource bank of potential work for pupils.

Complete administration for the detention process as required.

Provide cover support to administrative colleagues (eg Attendance)

Other duties that could reasonably be expected of the post holder.

### **Responsibilities**

Be aware of, and comply with policies and procedures relating to child protection, confidentiality, health & safety, and data protection, reporting any concerns to an appropriate person or your line manager.

Support the school aims and objectives in support of our pupils.

Work positively with other professionals.

Pursue opportunities for continuous self - development.