



Job Description and Person Specification Pastoral Support Administration Assistant

<p>Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Purpose:</p>	<p>To act as the first point of contact for all student enquiries and provide clerical and administrative support to the Attendance and Education Welfare Officer</p>
<p>Job Title:</p>	<p>Administration Assistant (Attendance and Welfare)</p>
<p>Location:</p>	<p>Wootton Upper School</p>
<p>Reporting Line:</p>	<p>Attendance and Education Welfare Officer</p>
<p>Hours:</p>	<p>32.5 hours per week term time only (Monday to Friday 08:15-15:15)</p>
<p>Salary:</p>	<p>Level 2 point 10-16</p>
<p>Principal Accountabilities/ Responsibilities</p>	<p>Establish and run a friendly pastoral area and act as first point of contact for student enquiries including issuing bus passes, lunch passes and bike permits, reprinting timetables, booking career interviews and signing students in and out of school.</p> <p>To administer appropriate care as the first point of contact for sick or injured students. Contact parents/carers if pupils are to be sent home or to hospital.</p> <p>Report and record all student accidents as required.</p> <p>Mange telephone calls, giving detailed information about the school and services. Take messages, respond to emails as required.</p> <p>Ensure all teachers' registers are taken by the correct time of day and that all registers are taken for each lesson. Follow up any discrepancies as required.</p> <p>Use Group Call daily as an aid to ensure all parents are notified immediately of student absence.</p> <p>Maintain student attendance data including entering all absence notes and evidence of medical appointments and recording lateness.</p> <p>Produce the weekly 'students out of lesson' email for all staff.</p> <p>Produce am/pm registers for all classes in the event of a fire</p>

Ensure text messages and emails are sent out to appropriate parents at the direction of the SLT

Provide general clerical and administrative support to the pastoral team.

General

To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.

Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To be responsible for following health and safety requirements in line with Trust policy and procedures.

Undertake further training as required for your areas of responsibility, including First Aid.

Undertake any other duties of a similar level and responsibility as may be required

Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	Educated to GCSE level with a minimum of 5 passes A* to C grades including English and Maths or equivalent	
Experience	<p>Experience of working in an administrative role.</p> <p>Experience of working with children of a relevant age</p>	Experience of working within a school environment
Knowledge & Skills	<p>Ability to remain calm under pressure and work to tight deadlines, managing competing priorities</p> <p>Ability to work both independently and as part of a team</p> <p>Methodical and accurate with strong attention to detail.</p> <p>Excellent communications skills and the capacity to be approachable and helpful.</p> <p>Ability to form sound relationships with colleagues, students and parents/carers</p> <p>Good knowledge of MS office including word and excel.</p> <p>Trained First Aider or a willingness to undertake the training</p>	Knowledge of SIMS
Personal competencies and qualities	<p>Enthusiastic and self-motivated</p> <p>Diplomatic, confidential and professional</p> <p>Willingness to be flexible to meet the needs of Wootton Academy Trust</p> <p>Commitment to personal development.</p>	