 

**JOB DESCRIPTION**

**Job Title:** Pastoral Administrator

**Location:**  Liphook School

**Responsible to:**  Assistant Headteacher for Wellbeing/ Senior Achievement Coordinator

**Liaises with:** All relevant staff, students and parents

**Job Purpose**

The purpose of this role is to provide practical and administrative support for the pastoral welfare of Bohunt students, including medical care to students.

**Main Duties**

**Administration**

* To maintain and amend attendance registers accordingly, using SIMS
* Liaise with parents/carers regarding absence, sending absence text messages
* Manage inbound telephone calls relating to attendance/absence
* To provide administration support to the school reception team as and when directed.

**Student Welfare**

* Provide first aid response to students when necessary
* Record and maintain medical records, ensuring confidentiality guidelines are adhered to
* Same day parental/carer contact (when necessary) informing of any medical attention their child has received while in school
* Clear communication with relevant staff, ensuring students’ medical needs are managed in a confidential manner

**General**

Undertake any other reasonable requests from key members of staff to ensure the smooth running of the school reception.

**11 July 2017**