

Job Description

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	Pastoral Administrator	Post No	
School	Langley School		
Salary Band/Range	Band C		
Responsible to	Assistant Headteacher i/c Behaviour for Learning + Deputy Headteacher i/c Pastoral Care		
DBS Check	Enhanced		
Special Conditions	37 hours per week; Term time plus INSET days (39 weeks)		

1. Job Purpose
To provide efficient, effective and confidential administrative support for senior staff
2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none"> ▪ To provide pastoral information for staff, under the guidance of senior staff ▪ To manage the short-stay reflection area, supporting students and ensuring they have appropriate work and their attendance there is logged ▪ To take minutes for a range of planned meetings eg Heads of Year / Pastoral Support meetings ▪ Preparation of key documents and letters for meetings or events ▪ To co-ordinate the administration of all student files, including Designated Safeguarding Lead files (including archiving) ▪ To support intervention for students and co-ordinate appointments for external pastoral agencies, co-ordinating further communication following each visit ▪ To co-ordinate all Parents' Evenings during the year ▪ To liaise with staff to collect nominations for 'Star of the week' and email via School Comms on a weekly basis ▪ To co-ordinate the administration of Awards, under the guidance of the Heads of Year ▪ To liaise with the Reprographics team to produce and distribute key documents for students ▪ To produce, under the guidance of the Assistant Pastoral Lead, letters related to behaviour and achievement ▪ To liaise with the Data Manager to provide relevant pastoral data and information from SIMS ▪ To provide daily administrative support and communication to parents related to students' mobile phone detentions ▪ To co-ordinate the arrangements for school photographs ▪ To provide Receptionist cover as required ▪ To provide Receptionist cover for a daily 30 minute lunch break (currently 3 days per week)

	<ul style="list-style-type: none"> ▪ To maintain a sufficient knowledge of office procedures in order to provide Receptionist / Office support, as necessary ▪ To ensure appropriate stocks of pastoral and administrative stationery, ordering via Corero as necessary ▪ To liaise with parents / carers via School Comms with appropriate pastoral e-mails and text messages as required ▪ To co-ordinate the administration of all communications and data regarding fixed term and permanent exclusions and liaise with Heads of Year, Headteacher's PA and Reprographics Team to provide appropriate paperwork for any governor panel or permanent exclusions meetings. ▪ To co-ordinate the internal booking of meeting rooms for any Pastoral meetings ▪ To co-ordinate the allocation of lockers in school ▪ To maintain and co-ordinate the diary for the Training Centre and Suite, including external bookings ▪ To support the induction of new staff ▪ Under the direction of the School Business Director, coordinate the annual review of risk assessment documents and update records as required ▪ To take the minutes for middle leader review meetings ▪ To manage internal books of Training Centre/ Suite ▪ To support the transition of the new Year 7 intake <p><i>This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post.</i></p>
2.2	People
	No direct responsibility for other employees.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	No financial responsibilities although the post holder may handle small amounts of cash, cheques or equivalent for purchase of equipment, school activities or school trips.
2.5	Buildings & Equipment
	None
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policy.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures and legislation (e.g. GDPR).
3.	Other Conditions
3.1	Mobility

		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	CTH/ DEV/ LBY
Date:	March 2023

Signed:

Date: