winstanley college

**ROLE SPECIFICATION**

**JOB TITLE**: Nurture room supervisor and Pastoral Administrator

**RESPONSIBLE TO:** Progression and Welfare Manager

## Context

Winstanley College employs approximately 200 staff and has approximately 2000+ students, primarily studying A-Level courses.

**Key Responsibilities/Main Duties**

The position of Pastoral Administrator will work within a busy pastoral team fulfilling a variety of tasks commensurate with the role.

**Key Responsibilities**

* Ownership and development of a particular administrative function or functions: specifically minding the nurture room in college
* Dealing with enquires both internal and external, conveying self-generated information.
* To take ownership of the nurture room in college creating the right supportive but studious atmosphere within it.

**Specific Tasks**

* Initially the role will involve working within the welfare and guidance team. (See task sheet.)
* The exact nature of the role will vary within the levels of responsibility detailed above.
* The specific tasks associated with the role will vary annually and be set in conjunction with the Welfare and Progression Manager.

**Skills, Knowledge and Experience**

* The role requires considerable (2+ years) previous experience in an administrative role.
* In depth knowledge of administrative processes and systems.
* The role requires a level 2 qualification in English

**Performance**

* Completion of specific tasks and efficient delivery of agreed admin functions to required deadlines and to agreed standards.

**General**

* To be responsible, while at work, for ensuring that reasonable care is taken for one’s own health and safety and also for the health and safety of others.

To be responsible and take ownership for one’s continuous personal development, undertaking relevant training as and when appropriate, including appropriate Health and Safety

**Task Specification**

**The purpose of the Position**

The key aim of the post is to offer administrative support to the Welfare and Progression Manager and the Senior Tutors and create a supportive and studious atmosphere in the nurture room. This will involve managing diaries, arranging talks and visits from external companies and administering the UCAS processes for students.

**Main duties**

1. To manage the diaries of the Welfare and Progression manager and the Senior Tutors booking in relevant meetings with students, parents, staff and occasionally external agencies.
2. To ensure the smooth running of the UCAS application process including sending completed UCAS forms.
3. To arrange talks, under the direction of the Progression and Welfare Manager
4. To be based in the nurture room where students who are may need some quiet space are working, and so ensure the students in the room are working quietly.
5. To assist with the day to day administration tasks of the department including any tasks identified by line manager to support the Welfare and Progression Team.
6. To contribute to the annual evaluation of the work of the Welfare and Progression Team.

This post will involve some evening work.

**General**

1. To work within the Welfare and Progression Team, assisting with cross-college activity and cover for other members of support staff, as appropriate.
2. To be responsible for any other task identified by the Welfare and Progression manager as falling reasonably within the scoped and range of the position.
3. The College reserves the right to amend any job description in consultation with the employee to reflect changes in the duties of the post.

**Terms and Conditions**

* Hours of work: 36 ¼ hours per week, Monday to Friday 8.30 a.m. to 4.30 p.m. (with a 45-minute lunch) term time plus 5 days (including results day, some occasional evening work may be required).

**Salary**

In accordance with Sixth Form Colleges’ Support Staff pay spine, starting at Point 18 - £17,350 per annum pro rata.

There is a contributory Occupational Pension Scheme and other Sixth Form Colleges’ terms and conditions accompany this position.

**Winstanley College is committed to safeguarding and protecting the young people that we work with.  As such, all post are subject to the `Safer Recruitment` process, including the disclosure of criminal records and vetting checks.  We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College.**