

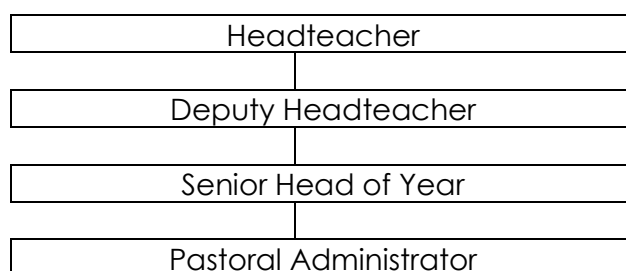
JOB DESCRIPTION

JOB TITLE	Pastoral Administrator (Permanent Contract)
GRADE & CONTRACT	Scale Point 4 (SCP Pt 7 – 11) (£19,554 - £21,166 pro rata, actual salary £16,545 - £17,909) Start Date: ASAP
RESPONSIBLE TO	Senior Head of Year
HOURS OF DUTY	36 ¼ hours per week, Monday – Friday 8:00am – 3:45pm (with a 30 minute unpaid lunch break) term time + 1 additional week (overtime is paid for the additional week worked during the holidays)
ANY SPECIAL CONDITIONS OF SERVICE	<p>This school 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>Appointment to this post is subject to Disclosure and Barring vetting checks.</p> <p>The school operates a No Smoking Policy.</p> <p>The post holder is required to be a Designated First Aider</p>

PURPOSE OF THE JOB

To support the Pastoral Heads of Years, providing administration and assistance to deliver an efficient and effective pastoral service to pupils, parents/carers and staff.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel : **None**

Financial : **None**

Health/Safety/Welfare : The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:

1. Teaching and support staff within the school
2. Users of the school
3. Voluntary helpers
4. Pupils

External:

1. Parents/Carers
2. Visitors and customers

Responsibilities: The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES

- To provide administration support to the Deputy Head (Pastoral) and Heads of Year.
- To be the first point of contact for parents/carers, dealing with phone calls, emails and letters.
- To assist in the administration of pastoral tasks, including attendance, exclusions and lockers.
- To complete daily pastoral tasks, including the Pupil Bulletin, Lates Log, Mobile Phone Log and Detentions.
- To assist Heads of Year in the administration of the School Behaviour Log.
- To update the school MIS as and when pupil/parent/carer details changes are necessary.
- To assist in the organisation of school events, attending out of hours parents evening as necessary.
- To help maintain pupil paper records ensuring that they are kept organised and up to date.
- To contact parents/carers and other external agencies as directed by the Heads of Year.
- As and when required, to assist with safeguarding administration support under the direction of the School Designated Safeguarding Lead and Child Protection Team, ensuring information is kept secure and maintaining confidentiality at all times.
- To assist the Pastoral Team in providing a high quality, customer focused service, which upholds and supports the school's policies and procedures.
- To support the School Improvement Plan by activity reviewing and developing current systems.

Support for the school

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines and upkeep of the working environment.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Post holder	Date
Signed	Line Manager	Date