



DUNRAVEN EDUCATIONAL TRUST

PASTORAL ADMINISTRATOR

Before completing your application form, please read the job description and person specification carefully. In your supporting statement on the application form, you should demonstrate how your qualifications, skills and knowledge meet the requirements for the post.

Responsible to: Deputy Headteacher
Pay scale: NJC Scale 4 (7-10)
Work Pattern: Full time, Term Time only plus 2 weeks
Location: The Elmgreen School

JOB DESCRIPTION

The purpose of this role is to assist the Pastoral Team in supporting, promoting and monitoring the personal development, well-being, academic progress and achievement of every student in the school.

The post holder will provide effective and efficient administrative services to the Pastoral Team who support student's education and pastoral needs. They will work closely with and provide administrative support for the Pastoral Leadership Team including Heads of Year, Assistant Headteachers and Deputy Headteacher. They will also work closely with families and external agencies.

KEY RESPONSIBILITIES

- Answer and make phone calls on behalf of key pastoral staff
- Maintain and manage departmental calendars including meetings, external agencies, visits, group sessions, Pastoral Support Programme reviews and Managed Move reviews. Ensure organisational needs are met e.g. room bookings.
- Maintain and manage 'On Call' email inbox, responding and disseminating the information to relevant people
- Maintain Internal Reflection room registers
- Organise and manage dissemination of reports and other documentation as required.
- Circulate agendas and supporting papers for parental and pastoral meetings and producing minutes.
- Attend meetings as note or minute taker, produce and circulate minutes of meetings, as required by the team.
- Be responsible for routine mail outs and letters.

- Send letters and communication as directed including letters relevant to Internal Reflection, detentions, Alternative Provisions and other behaviour matters; liaise with the Headteacher's PA where appropriate.
- Ensure the daily and weekly detention lists are ready each day by the time agreed.
- Provide the Heads of Year, Assistant Heads and Deputy Headteacher with administrative support including copying, collation and circulation of papers, files and other documentation.
- Ensure all materials, letters etc. reflect the house style and are of a high quality.
- Place orders on behalf of the Pastoral Team using the school's purchasing system.
- Assisting with the development of productive relationships with families. This should include the recording of communications as per school policy and ensure the same is done by tutors.
- To liaise with outside agencies and internal post holders (e.g. Heads of Department and SEN) where appropriate.
- Attend and participate in relevant meetings as required.

Record keeping, data collection and information management

- Ensure behaviour information recorded on the school information management systems (SIMS) is kept up to date.
- Maintain filing systems ensuring that the "paper trail" for students who are known to the Pastoral Team is robust.
- Keep records pertaining to referrals to social care and other external agencies made by the Pastoral Team.
- Compile and analyse data as required, including for Governors reports, Senior Team meetings and middle leader information.
- Disseminate information to teachers at the direction of the Pastoral Leadership Team.
- Disseminate student progress plans, PSPs and annual review information and arrange the schedule and invitations.
- Keep all systems under review adapting and developing them so they remain fit for purpose and ensure value for money.
- Compile and disseminate behaviour data and reports for the Head of Year, Senior Team and the whole school.
- Ensure that training is completed for all systems and platforms to effectively support the pastoral team.

Safeguarding

- Contribute, manage and organise the safekeeping of all confidential records pertaining to child protection and safeguarding and ensuring all information is uploaded on CPOMS.

External Liaison and Communication

- At the direction of the Assistant Headteacher and Deputy Headteacher to be the first point of contact for communication with families to arrange appointments.
- Liaise with partner schools on the placement of students in External IE.

General Responsibilities

- Unequivocal support for the aims and ethos of the school
 - Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
 - Take responsibility, appropriate to the post, for the team around the child, tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
 - Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
 - Work in accordance with the Schools Health and Safety Policies and Procedure.
 - Undertake such other duties as may be required including training to be a first aider.
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PERSON SPECIFICATION

Please provide evidence for the criteria detailed the Person Specification in the supporting statement of your application form

Essential Experience

- Ability to function as an effective member of a team
- Application of ICT to learning
- Effective approach to behaviour management
- Knowledge and understanding of the national education priorities
- Excellent communication skills both orally and in writing
- Excellent IT skills to include a comprehensive understanding of the use of spreadsheets (Excel) and of Microsoft Word including mail merge to a high standard. The use of email and the internet
- Sound working knowledge of database systems
- Ability to present data in usable management report format(s)
- Ability to learn new software packages and programs
- Ability to review, amend and develop systems and processes
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff, families and students
- Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines whilst maintaining effective performance
- Ability to work independently with a minimum of supervision on the key aspects of the job description
- Ability to contribute to overall work of the team and be involved in the development of the department
- Attention to detail
- Ability to assimilate information readily and speedily

Desirable Experience

- Good understanding of the SIMS information management system
- Experience of an education environment

Qualifications and Training

- Maths and English to a grade C or above (or equivalent)
- Recent and relevant evidence of professional development
- Recognised qualification in administration
- Qualified First Aider or willing to undertake training
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Skills and Attributes

- Ability to provide a vision and translate it into practice
- Ability to lead, manage, motivate and empower others
- Ability to manage change; leading innovations and meeting challenges successfully
- Ability to understand, analyse and make effective use of a wide range of data
- Excellent communication skills verbally and in writing
- Sensitivity to and empathy with the needs of others
- Commitment to quality and professionalism
- Personal integrity
- Personal impact and presence
- Ability to enthuse and engender a desire for learning in students and adults
- Commitment to high standards and high expectations for both colleagues and students
- Resilience and the ability, under pressure, to manage stress levels and to maintain professionally detached and balanced judgement
- Ability to work with patience and good humour within short timescales
- Commitment to aspire to excellence both personally and as a member of a team

Knowledge and Understanding

- Good understanding of the importance of pastoral structures for students wellbeing and achievement
- Familiarity with current education legislation and issues and the implications for implementation
- Ability to monitor and review, analyse, use data and make strategic decisions to improve learning
- Implication of the Code of Practice of Special Educational Needs for teaching and learning

Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: KWE	Created: 01.07.25
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