



Featherstone High School Job Description

Job Title:	Pastoral Administrator
Grade:	Grade: 6
Salary and Hours:	35 hours per week Term time only + 5 training days & 10 additional days in the school holidays. 5 of which will be in the summer holidays in relation to Y7 admissions (including GCE and GCSE Exams Day).
Hours of Work:	8.00 am – 4.00 pm in agreement with Line Manager (this is subject to change depending on the school's requirements. Lunch breaks are required to be flexible and may change to cover instances of staff absence and ensure sufficient cover in the admin team.)
Line Management:	School Admin Manager and Deputy Head teacher
Responsible for:	Students Service and Welfare Assistant

Main Duties & Responsibilities

To be the lead administrator for Admissions and Welfare and matters related to permanent exclusion. To provide high quality administration support, including the provision of pastoral support to the Assistant Headteacher, Director of Pupil Progress, Inclusion and supporting the Assistant Headteacher, Director of Pupil Progress for Children with Additional Needs (SENCO) with the implementation of statutory provisions.

Pastoral Support and Medical Care

- To lead on all Welfare/First Aid procedures.
- To have oversight and direct responsibility for permanent exclusion procedures.
- To supervise the day to day operations of the students reception desk and provide cover daily in the afternoons and busy periods.
- Making decisions relating to the referral of students to School Health via the IIP.
- Liaising with external contacts within the NHS primary care team (including the arrangements for vaccinations for year 8 and 10 girls)
- Liaising with the School Health and School Nurse to ensure all medical/care plans are kept up-to-date and relevant staff are informed/
- To have an oversight of the school census in regards to admissions, exclusions and SEND.
- To liaise with the Designated Person for Child Protection regarding any concerns for pupil welfare.
- Safeguarding - To be the point of contact for E-safety Forensic monitoring. This will involve fielding and forwarding e-safe reports to respective member of staff in regards to safeguarding concerns.
- To oversee and organise pupil photographs for year 7 - 11.

Management

- Hold regular meetings with Student Service and Welfare Assistant to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for certain aspects of performance management and professional development for Student Service and Welfare Assistant.
- Exercises frequent judgements about the day to day running of Student Service Area in order to provide the smooth running of all the administrative functions, within expressed or understood parameters expected by the Headteacher.

Admissions & Appeals

- To be responsible for the maintenance of the school waiting list in liaison with the Assistant Headteacher and the LA admissions team.
- To facilitate all arrangements for in year admissions (Years 7-11) including appointments with TLRs, ensuring that all relevant paperwork is produced by the Year Team Administrators.
- Year 7 admissions - To facilitate the smooth transition into FHS of all Year 7 pastoral data.
- To liaise with PP TLRs to arrange Pre-Admission testing process.
- To co-ordinate all admissions and appeals, including the preparation of reports, liaising with the LA and at times attending the appeal hearings on behalf of the school.
- Year 7 admissions - rejecting or accepting all sibling claims via SAM
- To ensure that student files (including child protection files) are requested from previous schools including an electronic file using the S2S system for new admissions prior to the student being admitted.
- To monitor the accuracy of the student record data for new admissions years 7-11.
- To ensure that there is effective communication between YTA's and the data officer related to timetables of newly admitted students.
- To ensure that leavers are removed from all live data tracking reports.
- To produce on/off roll information including statistics and to ensure this is communicated to all the necessary staff.
- Ensuring all relevant student records are imported into SIMs and that details are checked for accuracy.

Attendance

- Contribute to whole School attendance strategies and systems which promote social inclusion, engagement and educational achievement with respect to students on SEN register and new admissions.

SEND

- To lead on all Annual Review documentation within a specified time frame via a timetable of Annual Review Meetings and advise the Assistant Headteacher (in charge of Pupil Progress for Children with Additional Needs/SENCO] of impending reviews and documentation needed.
- To Attend Year 6 Annual Review Meetings with AHT in charge of Pupils with Additional needs. Gathering information of intervention put in place, as well as assessment data.
- To ensure that the SENCo is kept up to date with in year admissions who are SEND and ensure that information is recorded on to SIMs (status and Need Type), so that the SEN register is kept up to date.
- To liaise with Primary and Secondary schools for SEN records for in year admissions.
- To liaise with WRL & BTEC Administrator to find out Year 11 to 13 destinations of students, so that SEND records and documentation including Annual Review Paperwork can be passed onto the receiving schools/ colleges and/or universities.
- To liaise with Year 12 and 13 YTA to ensure that information on external students with SEND has been passed onto us and to chase up SEN records if these have not been sent by the previous schools.
- To scan and upload any external agency reports onto the students SEN profile on SIMs for staff to access, including statement paperwork. To maintain all SEND files, ensuring these are kept in a neat and logical order and that any information is placed in them as a priority and also a copy in the main Student's file.

- To ensure all Annual Review documentation to be attached to students' SIMS files.
- To maintain and update the SEND information on SIMs, ensuring this is done on a regular basis in collaboration with the Assistant Head teacher in charge of Pupil Progress for Children with Additional Needs/SENCO.
- To maintain and update student profiles.
- To book rooms for meetings and liaise with parents/carers, teachers and professionals [via letter, telephone, School Comms or email, in order to invite correct representatives for Annual Reviews.
- To inform parents/carers, teachers and professionals via telephone, School Comms or email of rescheduled meetings where necessary.
- To act as first point of contact during contracted hours for all visits to the School for matters relating to SEND and Looked after Children students.
- To inform teaching staff when students are going to be observed in class by the educational psychologist, SENs team and/or the Speech and Language Therapist.
- To ensure students are made aware of when they are going to be assessed by the educational psychologist, SENs team and/or the Speech and Language Therapist.
- To meet and greet the educational psychologist, SENs team and/or the Speech and Language Therapist, when the SENCo is unavailable, ensuring that any information discussed with them is passed onto the SENCo.
- To attend meetings with the SENCo when she is meeting the educational psychologist (SEN Plan), SENs team and/or the Speech and Language Therapist and take minutes.
- To liaise with LA SEND Coordinators under the direction of the SENCo with matters related to Annual Reviews, EHCP and ERSA.
- To send all appropriate communications relating to SEND to parents/cares and outside agencies as and when required.
- To Attend Year 6 transition meetings with AHTs for inclusions and Pupils with Additional needs. Provide information to TLR7 Pupil Progress to support banding/setting of Year 6 pupils.
- To provide support during unstructured time to individual vulnerable students as determined by SENCO.

Other Duties

- To supervise and invigilate exams when required.
- To administer first aid when required.
- Assist with key events within the academic year as required.
- Provide cover of duties for Reprographics, Reception and other admin roles in case of absence when required and to support office member/colleagues as required in all areas.
- Translation as required.
- To assist with school displays around the school.

School

- To have read, understood and agreed to abide by exception of the administrative team.
- To contribute to the provision of positive relationships with staff, students, parents and outside agencies.
- To attend skills training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of and respect the confidential nature of issues.

Conditions of employment

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

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

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature:_____ **Date:**_____

Manager signature:_____ **Date:**_____

Person Specification

Job Title: Pastoral Administrator

	Essential (E) Desirable (D)
Qualifications and Experience	
1. Relevant qualifications including level 2 in Maths and English required (Equivalent to GCSE grades A*-C)	E
2. Relevant qualification Level 3	D
3. Experience of working in an office based environment at least 3 years	E
4. Experience of working at a senior level in an education environment at least 2 years.	E
5. Experience of SEND administration	D
6. First Aid Certificate or the willingness to train	E
Professional Specification	
7. Experience of using SIMs.NET	D
8. Experience of Microsoft Office	E
9. Administration and organisation skills	E
10. Experience of working in a confidential environment	E
11. Ability to produce and collate reports and publication materials	E
Professional Skills and Attributes	
12. Ability to inspect and monitor reports, minutes and to take action to remedy any problems identified	E
13. The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
14. The ability to carry out instructions and work with minimum supervision and equally to work under pressure	E
15. Ability to communicate well in writing and face to face	E
16. The ability to identify own training and development needs and to cooperate with the means to address these	E
17. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	E
18. The ability to multi-task	E
Personal Qualities	
19. A flexible and proactive work ethic	E
20. Attention to detail	E
21. Honesty and trustworthiness	E
22. A good record of attendance and punctuality	E
23. Ability to work under pressure and remain cheerful and composed.	E
24. Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E
25. Common sense and the ability to work with staff, pupils and outside contacts at all levels.	E
Demonstrates the Commitment to:	
26. Equal opportunities for all in the school community	E
27. Safeguarding and promoting the welfare of young people	E