



JOB DESCRIPTION

Post Title:	Behaviour Administrator
Salary:	Scale Point 6 £27,228 - £28,215 Actual salary £24465 to £25352
Location:	Haringey
Responsible to:	Pastoral Manager
Post Terms:	36 hours (40 weeks)
Contract term:	Maternity Cover / September 2019

Key Accountabilities

- To provide full administrative support to the Behaviour for Learning team;
- To support in the management of Student Services at key times of the school day.

Main Responsibilities/Key Tasks

- To manage the central student database recording rewards and sanctions, monitoring activity and providing relevant action, reports and letters;
- To manage the exclusions process, includes completing letters, posting letters, entering on Bromcom; To ensure students are sent appropriate work home to complete during exclusion;
- To manage the permanent exclusion hearing process;
- To produce weekly and half termly reports on behaviour, in accordance with requests issued by the Deputy Headteacher for Behaviour
- To organise data on rewards producing reports to key staff;
- Update termly behaviour and reward tracker in preparation for celebration assemblies;
- To help with the organisation of celebration assemblies, prizes and certificates;
- To organise the distribution of certificates for special awards throughout the year;
- To organise the Headteacher Reward Events;
- To monitor and administer detentions; (Including attending at the start to take a register)
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- Provide administrative support to the production of half termly reports on behaviour and monitoring checks.
- Organise Headteacher Behaviour Panel Meetings
- To ensure that any student statements and incident reports are filed appropriately
- Contact parents regarding sanctions including Engage, Head's detention and Saturday detention;
- To lead administration process for year 6-7 transition.
- To lead First Aid provision, ensuring training for staff and drafting medical policy
- Complete all day to day administration for Engage.

Other

- Adhere at all times to the school code of conduct
- Attend team and staff meetings.

- Attend and participate in open evenings.
- Uphold the school's behaviour (Values for Success Policy) and Uniform Policy)

Key Organisational Objectives

The post holder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- Ensuring compliance with GDPR.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above job description is not definitive.

PERSON SPECIFICATION

Person Specification	Essential	Desirable
Qualifications		
Educated to A Level Standard or equivalent		?
Strong passes in English and Maths Level 2	?	
Experience		
Experience of using ICT effectively (Excel, Word, PPT, Google Apps)	?	
Experience on a database (Bromcom training available)		?
Provide high-quality assistance to pupils with behavioural and educational needs		?
Experience of delivering a mentoring service and intervention programme		?
Ability to provide high-quality outcomes	?	
Managing and implementing recording and reporting systems	?	

Administrative experience	?	
Skills		
Personal		
Well organised	?	
Well presented	?	
Excellent communication skills and organisational skills	?	
Ability to work hard under pressure while maintaining a positive, professional attitude	?	
Ability to organise and prioritise workload and work on own initiative	?	
Ability to work as part of a team	?	
Commitment to personal career development	?	
Flexible and willing to contribute to the success of the team	?	
Problem solving	?	
Attention to detail in communication and planning	?	
High Level of skill in using ICT effectively (Excel, Word, PPT. Google Apps)	?	
Knowledge and understanding		
Safeguarding and child protection policies and procedures	?	
Equal opportunities		
Understanding of different social backgrounds of students	?	
Understanding the needs of students and the appropriate strategies to support them	?	
Understanding the needs of bilingual students/parents	?	