



JOB DESCRIPTION: Pastoral Administrative Assistant

Grade: ME4/5 (depending on experience)
Responsible to: Pastoral Manager
Responsible for: Undertaking administrative, financial and organisational processes within the school.

Hours of work: This post is 35 hours per week / 39 weeks per year

Job Purpose:

- To provide efficient and effective administrative support to the pastoral staff
- To provide efficient and effective administration of the whole school detention system
- To provide a welcoming, efficient and responsive reception to all visitors / parents both in person and on the telephone
- To provide administrative support for members of the Senior Leadership Team as required
- To provide administrative support to the PA team with exclusions
- To provide administrative support to HOY
- To provide first aid when required
- To support the student services reception area
- To assist with and maintain medications and healthcare plans.

General Duties

Administration

- Manage manual and computerized record / information systems including scanning documents and attaching to files
- Maintain accurate student records in SIMS.net
- Create data/information and produce reports/information/data as required eg behavior management and achievement logs
- Undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets
- Provide personal, administrative and organizational support to other staff including word-processing, post (incoming and outgoing), telephones and reprographic services where required
- To provide administrative assistance in the maintenance of medical records and assist with the administration of medicines as required.
- Provide organizational support for school events and school meetings including room bookings, refreshments and resources in line with events in the school calendar
- Operate relevant equipment/complex ICT packages including SIMS
- Provide advice and guidance to staff, pupils and others

- Assist with marketing and promotion of the school including managing the birthday cards sent to all students.
- Support the wider administrative team where required
- To support the attendance officer with letters to parent /carer
- To support the Inclusion Centre Manager with letters to parents/carers

Exclusions

- Liaise with HT's PA to ensure the smooth running of the exclusion process
- Prepare forms for the local authority for exclusions
- Prepare readmission packs for readmission meetings
- Book rooms for exclusion meetings
- Keep exclusion log updated
- Prepare and update Exclusion folder
- Keep HOY and SLT updated with forthcoming meetings and changes
- Supporting the DHT and Head's PA with queries from the LA

Detentions:

- Provide administrative support to and liaise with the Heads of Year and Senior Leadership Team to manage the whole school detention system including:
- Produce the daily late report for students required for lunchtime detentions and liaise with Attendance Officer re attendees. Publish daily lunchtime detention list to appropriate staff.
- Create a weekly summary report from SIMS.net of all late for HOY and form tutors / key SLT
- Producing the weekly detention lists; liaise with staff responsible for leading detentions; maintain detention registers including attendance and add students to new detentions where required. Communicate detentions lists with HOY / Tutors and key SLT
- Ensure students are recorded on SIMS under behaviour management for school detentions.
- Create the rota for lunchtime detentions and liaise with HOY on duty
- Ensure all detention sessions have registers, supplies of reflection forms
- After each detention session (up to 8 a week), liaise with member of staff who led the detention and input attendance to SIMS and collate completed reflection forms
- Email and text parents informing of detention set

Student Services/ Parental enquires

- Support the student reception area, by ensuring students are welcomed and receive an efficient, responsive and helpful service including supporting students with timetable queries and signposting to DHT PA where appropriate
- Provide a welcoming, efficient, responsive and helpful service when answering telephone calls. Ensuring calls / messages are forwarded accurately and in a timely manner
- Signing out students in conjunction with Inclusion Manager
- Oversee and support the school uniform policy including managing the borrowing system for uniform from student services; liaising with Heads of Year/ tutors/parents & carers to ensure items are returned promptly and placing orders to replenish stock
- To be one of the school's qualified first aiders (training will be provided if required)

- Administer / record the issue of medicines for students. Liaise with parents for renewal of medications
- To cover student services enquiries during students break, lunch and after school
- To support the school for not heard / not seen phone policy

Safeguarding / Child Protection:

- Lead on the administrative arrangements for the immunisation programmes with the School Nurse service, including the year 8 HPV vaccinations, booster vaccinations etc. Confirm immunisation dates in liaison with School Nurse and HT PA. Create timetable for vaccinations, and ensure suitable rooms are booked and arranged. Liaise with families regarding consent and ensure communications are timely with families regarding vaccination options and arrangements. Ensure vaccination sessions are supervised appropriately
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Supporting the school in meeting its legal requirements for worship
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognize own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Deputy Headteacher

PERSON SPECIFICATION – Administrative Assistant ME 5

Ap – Application Form

SP – Selection Process

Ref – Reference

| Specification | | Method of Assessment |
|---|--|----------------------|
| QUALIFICATIONS | | |
| GCSE C grade or higher (or equivalent) in Maths and English | | Ap |
| Evidence of continuous professional development | | Ap |
| EXPERIENCE | | |
| Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues | | Ap / Sp |
| Experience of administration processes including HR / Recruitment processes | | Ap / Sp |
| Experience of working in schools | | Ap / Sp |
| Experience of maintaining SIMS to provide key data for SLT/staff | | Ap / Sp |
| An understanding of attendance procedures | | A/ / Sp |
| SKILLS | | |
| Excellent communication and interpersonal skills | | Ap/Sp |
| Ability to work independently, demonstrating initiative | | Sp |
| Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required | | Ap/Sp |
| Knowledge of a variety of ICT systems including Excel, Word, Publisher, and a working knowledge of mail merge, the manipulation of data within spread sheets. | | |
| Ability to reconcile priorities, work to tight deadlines and problem solve | | Sp / Ref |
| Receptive to new ideas, approaches and challenges | | Sp / Ref |
| An ability to communicate effectively with teachers, students, parents and multi agencies | | Sp / Ref |
| An ability to work autonomously and as part of a team | | Sp / Ref |
| Good organisation, time management, communication and interpersonal skills | | Sp / Ref |
| Good research and planning skills | | Sp / Ref |
| Knowledge of the main aspects of the organisation of secondary schools | | Sp / Ref |

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| Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information | | Sp / Ref |
| Knowledge of the rights and responsibilities of parents | | Sp / Ref |
| The ability to liaise with and gain the confidence of all school staff | | Sp / Ref |
| The ability to work flexibly | | Sp / Ref |
| Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life | | Sp / Ref |
| The ability to find creative and imaginative solutions to problems | | Sp / Ref |
| The ability to produce detailed, concise evaluative reports | | Sp / Ref |
| SAFEGUARDING | | |
| Shows a personal commitment to safeguarding and promoting the welfare and rights of young people. | | Sp |
| Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances | | Sp |
| Can demonstrate an ability to contribute towards a safe environment | | Sp |

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| PERSONAL QUALITIES | | |
| Enthusiasm, drive and a love for the job | | AF, SP & Ref |
| Committed to high standards of customer service and evidence of a 'can-do' approach | | Sp |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | | Sp |
| Committed to equality and diversity | | Sp |
| Committed to own continuing professional development | | Sp |
| Clear vision and an innovative approach | | AF, SP & Ref |
| A passion for ensuring all aspects of school life demonstrate integrity and respect | | SP & Ref |
| Commitment to a high profile presence in and around the school | | Sp |
| Ability to foster an open culture where all are valued and treated fairly | | AF, SP & Ref |
| A good sense of humour | | SP & Ref |
| Excellent communication skills, both verbal and written | | SP |
| Ability to organise, plan and prioritise time effectively | | SP |
| Ability to act decisively | | SP |
| Willingness to challenge others to produce positive outcomes. | | SP |
| Flexibility, adaptability and creativity | | SP |

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.