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**Pastoral Administrative Assistant**

# Purpose of the job:

To be responsible to the Assistant Headteacher in charge of Pastoral for providing administrative support to the Pastoral Team. In particular, support staff are expected to participate fully in the school’s endeavour to maintain the highest standards in all areas and to display the school’s values of leadership, excellence and resilience at all times. Members of staff must observe confidentiality regulations and conduct themselves in a professional manner.

**Specific roles and responsibilities:**

1. To provide an effective and efficient secretarial service to the Pastoral Team (Heads of Year and the AH in charge of pastoral) as required.
2. To be responsible for the administration of internal (Refocus) and external exclusions and informing relevant agencies and other school personnel. To update SIMs database with referral and exclusion details. To compile a termly report for governors.
3. To deal with administration tasks for Casual/In-Year Admissions, including arranging appointments with parents for Pastoral team and obtaining relevant information from previous schools and Admissions and organising/overseeing initial testing in school before the student is placed on roll.
4. Be responsible for the analysis of attendance data and the administration of any matters regarding attendance and punctuality, including producing letters, recording them on SIMs, liaising with the local authority attendance advisory officer. To be overseen by the Pastoral Team.
5. Be responsible for the analysis of behaviour data and the administration of any matters regarding behaviour, including producing letters, recording them on SIMs, liaising with the BSO, HOY and AH, as directed by the pastoral team.
6. To deal with the administration of letters sent on behalf of the pastoral team, including typing them, adding them to SIMs and mailing them out.
7. To be responsible for the maintenance of all pupil files, including preparation of new year 7 secondary files, amalgamating primary files.
8. To oversee the administration and organisation of reward processes such as Poly and Proud certificates, letter, departmental termly prizes; this will include monitoring data from SIMs, liaising with HOYS and HODs, producing letters & certificates.
9. To organise the administration of any interventions from outside agencies (EHAs, PSPs etc.)
10. To be responsible for organising alternative provisions as required.
11. To be responsible for the administration of safeguarding and child protection as directed by the DSL.
12. To administer First Aid as and when needed.
13. To support the other members of the Admin team as required.
14. To deal with enquires from a wide range of people (including staff, pupils, parents, visitors and external agencies) by telephone, letter and in person.
15. In discharging the duties of the post to have due regard to the provisions of GDPR and the Health & Safety at Work legislations.
16. In dealing with members of the school’s community to be mindful, at all times, of the school’s and the Council’s Equal Opportunities policies.
17. To undertake other clerical duties as required and which are commensurate with the level of responsibility of the post holder.