



# STONYHURST COLLEGE

AMDG

## **JOB DESCRIPTION**

### **Administration Assistant: Registration, Pastoral and Safeguarding**

#### **Purpose of the Role**

The Administration Assistant will support the College DSL and Deputy Head (Pastoral) with all safeguarding and pastoral administration, including minuting, system updates and contact with outside agents as required. The holder of the post will also act as the Registration Officer will support the College and will support registration administration There are elements of this role that may merge with other roles in the school, such as the pastoral team or general administration.

This is a great opportunity for a hard-working individual, who is looking to support our school community.

**Job Title:** Administration Assistant: Registration, Pastoral and Safeguarding

**Reporting to:** Executive Assistant to the Headmaster

#### **Key Knowledge and Experience**

The postholder will be a motivated and caring person who will:

- Provide general administrative support for the Designated Safeguarding Lead and Deputy Head (Pastoral), including minute-taking where required.
- Provide administrative support for the effective use of our MIS, CPOMS, Educare, National College and other online databases.
- Manage the safeguarding and pastoral logs, including inputting onto Excel spreadsheets, to ensure that they are accurate and up to date.
- Maintain student safeguarding files and uphold confidentiality at all times.
- Liaise with any relevant staff and LCC regarding attendance issues and arrange meetings as appropriate for members of the pastoral and / or safeguarding team
- Update CPOMS with any matters related to child protection / concerns as required.
- To identify and liaise with the Designated Safeguarding Lead, regarding any safeguarding issue, in line with the school procedures.
- To ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Follow up on unexpected absences with parents/carers, escalating as appropriate in line with school procedures.
- Oversee the administration of the punctuality system as directed by the SLT
- Maintain accurate records of communication with parents and carers.

- Build and refresh knowledge regularly of the school's MIS and other relevant systems.
- Carry out any general administration as part of the admin team as required.

### **Monitoring and Reporting: Registration**

- Monitor and analyse attendance data daily (or as necessary) to identify areas of concern and inform the SLT to enable them to act accordingly to improve the figures.
- Produce and send communication and reports regarding lateness and attendance internally and externally, as necessary.
- Ensure that any vulnerable pupils are identified and that if they are not registered for any period that alerts are sent in a timely manner.
- Advise the SLT and other relevant colleagues if a child becomes a persistent absentee, so that meetings with parents can be arranged.
- To identify and liaise with the Designated Safeguarding Lead, regarding any safeguarding issue, in line with the school procedures.
- Support with transition arrangements for students entering or leaving College.

### **Personal Development:**

- Participate in the school's INSET training programme as appropriate and when requested.
- Attend key after school events and fully participate in training days.
- Attend middle senior leadership meetings as required.
- Be committed to improving personal practice through training and performance management.

### **Other Duties:**

Any other responsibilities as required by the Headmaster's Executive Assistant.

### **General Responsibilities:**

- To share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies, as appropriate within the school.
- To ensure that all duties and services provided are in accordance with Stonyhurst's policies and the schools procedures in line with code of conduct/professional expectations.
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development.
- To actively engage in the performance development and management process.
- To be a key part of the life of the College community, to support both the values, vision and ethos of the school and the College and encourage students to follow this example.
- To act in accordance GDPR regulations.
- To adhere to Stonyhurst operational and employment policies and procedures.
- To take responsibility for own Health & Safety and that of colleagues.
- To undertake any other duty as specified by the Headmaster / Senior Leadership Team not listed above.

The postholder must live out our values and uphold our safeguarding policy at all times. We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We are committed to equality and anti-discriminatory practice. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

All staff at Stonyhurst are expected to demonstrate consistently high standards of personal and professional conduct. All teachers will uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position, having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions, showing tolerance of and respect for the rights of others, not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff at Stonyhurst must have proper and professional regard for the ethos, policies and practices of Stonyhurst, and must maintain high standards in their own attendance and punctuality. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

All staff members at Stonyhurst play an integral role in building a safe, happy, purposeful and positive environment for Stonyhurst pupils. Therefore, all members of staff are expected to play a part in the positive promotion of the College, and likewise, are expected to ensure that their words and actions at the College, online or in public are in no way contrary to our ethos.

**Criteria for the post:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good standard of Education including Maths and English.	A qualification in administration/word processing/typing skills
<b>Experience</b>	<p>Knowledge and understanding of the current legislation and guidance relating to school attendance including DfE guidance: 'Working together to improve attendance'.</p> <p>Experience of using database applications.</p> <p>Use of Microsoft Office</p> <p>Office work (or similar role with transferable skills)</p> <p>Working in a customer focussed environment.</p> <p>Appropriate administrative skills.</p> <p>ICT skills, particularly Word and Excel.</p>	<p>Previous work in an educational setting.</p> <p>Experience of reception work.</p> <p>Working with children.</p> <p>Touch typing.</p> <p>Other software packages e.g. Canva/Educare.</p> <p>Use of MIS systems (ISAMS/SOCS).</p> <p>Use of Safeguarding database (CPOMS or similar).</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good organisation skills.</li> <li>• Able to carry out clerical and administrative tasks.</li> <li>• Accurate and attentive to detail.</li> <li>• Able to effectively manage time.</li> </ul>	

	<ul style="list-style-type: none"> <li>• High level communication skills both verbal and written.</li> <li>• An ability to work on own initiative but also be an excellent team player.</li> </ul>
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<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates a natural warmth and patience with people.</li> <li>• Possesses the ability to engage at many different levels.</li> <li>• Is able to operate well in a team.</li> <li>• Is self-motivated and driven.</li> <li>• Is professional &amp; trustworthy - able to respect the profile and image of the establishment at all times.</li> <li>• Be discrete, tactful, approachable, tolerant and diplomatic.</li> <li>• Is able to demonstrate effective and sensitive communication, both written and verbally.</li> <li>• Communicates in a timely, relevant and professional fashion and sees the critical role excellent communication plays within organisations.</li> <li>• Is reliable at all times.</li> <li>• To have the ability to have a hands-on and problem-solving approach.</li> </ul>
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**LDS**