

**Job Title:** Academic Support Team Administrator

**Reports to:** Assistant Headteacher

**Purpose of the Job:** To provide administrative assistance and support to the Pastoral Support Team

**Hours of Work:** 30 hours per week, term time only: Monday-Friday 9.30am-3.30pm

**Salary scale:** Admin Scale B LGA Scale 3 Points 5-6

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**Role duties/responsibilities include:-**

- To act as administrative support to the Pastoral Support Team an Assistant Headteacher
- To assist the attendance officer with general administrative duties as required
- To act as emergency cover for the Administrative Assistant in the Student Services office
- Knowledge of Excel, PowerPoint, SIMS and Publisher would be useful
  
- To assist with all communication between Pastoral Support Team and stakeholders, including by telephone, letter, text, e-mail and via the school website.
- To deal with the administration of detentions, sanctions, rewards and Parents Evenings as directed
- To assist with uniform duties when required
- To update the SIMS database on a daily basis
- To produce reports from the SIMS database as directed by the Pastoral Support Team
- To prioritise voicemail messages for the Pastoral Support Team
- To produce and distribute information to students
- To administer Individual Health and Care plans for students
- To organise NHS in schools health vaccination sessions
- To assist with the administration of transition arrangements
- To collate and produce the Year 11 Year Book and Leavers Hoodie orders.
- To assist with the organisation of Awards Evenings and the School Prom
- To act as a positive role model and uphold the values and positive culture of the school
- Deal with administration of Free School Meals
- Administration of pupils academic and behavioural interventions
- Other duties as required in accordance with the role