

## Job Description

**POST TITLE: Pastoral Secretary**  
**NJC Scale 2, 37 hours per week, Term time only**

**POST RESPONSIBLE TO: Assistant Headteacher (Pastoral)**

**POST RESPONSIBLE FOR: The post has no responsibility for staff**



### **MAIN PURPOSE OF THE JOB**

To provide a comprehensive administrative support service to the Heads of Year and Pastoral Managers.

To provide general clerical support to the whole school as required.

### **Secretarial and Administrative**

- Provide a comprehensive secretarial and administrative support service to the Heads of Year and Pastoral Managers including detention letters, contacting parents, issuing planners etc.
- Organise students and work for Internal Exclusion in absence of nominated person
- Organisation of work for absent students
- Setting up for Parents Evenings/Option evenings
- Assist with Mid-term transfer requests
- Responsible for the maintenance of student files
- Provide word processing as required
- Provide a welcoming interface for parents
- Under the direction of the Heads of Year ensure that efficient communication is maintained with regards to any pastoral issues
- Observe the principles of confidentiality
- Keep abreast of developments in the Schools Information Management System
- Maintain an effective filing system for each Head of Year
- Provide comprehensive minutes for TAC meetings
- To report and log 'on call' requests from members of staff
- To assist in transition administration for Key Stage 2 to 3 and Key Stage 4 to 5.

### **Behaviour - Sanction/Merit System**

- Process Merit/Reward system and issue badges
- Ensure that Sanction detentions are communicated to parents on a daily basis
- Liaise with teaching staff re: these detentions as necessary
- Send text messages for non-attenders to detentions

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- Act as mediator between parents, staff and pupils, i.e. with in-coming messages, thus ensuring good communications within the school
- Daily addition of Sanction detentions on SIMS, produce detention registers, register students in detention
- Co-ordinate weekly reward system for Merits
- To produce certificates/postcards home on a termly basis for celebration
- To produce weekly and termly Sanction and Merit reports for SLT/ HOY/PMs/FTs

### **General**

- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head

### **Contacts**

Regular: Students, teachers, parents/carers, visitors, administrative staff

Occasional: Outside Agencies

### **Supervision**

The post holder should be capable of planning and prioritising their own workload, referring queries as necessary to the Assistant Headteacher (Pastoral) or the Business Manager.

### **Health and Safety**

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

