



## The Holy Trinity Church of England Secondary School

### Pastoral Administration Officer Job Description

Salary:	West Sussex Grade 4 + Crawley Fringe Allowance
Hours:	Part time, Term time only plus 5 extra days – 13.5 hours per week + INSET
Position Level	SCHG51a (Administration3a)

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Deputy Head (Pastoral)
Responsible for:	<p>The principle focus will relate to:</p> <ul style="list-style-type: none"><li>• the administration relating to the day to day operation of the pastoral team</li><li>• administration for the gathering, processing and reporting functions of all Pastoral, Safeguarding and Learning Support data</li></ul> <p><b><i>NB: this is a new role and as such subject to review</i></b></p>
General:	<ul style="list-style-type: none"><li>• Be familiar working in a pastoral and inclusion environment</li><li>• Be able to work with minimal supervision</li><li>• Provide flexible administrative support for all additional safeguarding and learning support functions</li><li>• Be able to demonstrate a sound understanding of confidentiality and GDPR.</li></ul>
Key Duties:	<ul style="list-style-type: none"><li>• Liaise with all relevant parties including students, parents/carers, outside agencies</li><li>• Data entry, word processing letters, reports and other documentation as required</li><li>• Set up and maintain filing systems to retain all pastoral, safeguarding and learning support paperwork and electronic records for audit and inspection - ensure pastoral student guides are up to date and relevant</li><li>• Organise collection and transfer of all student files relating to safeguarding and learning support</li><li>• Keep all relevant pastoral, safeguarding and learning support information up</li></ul>

	<p>to date on software package (CPOMS and Provision Mapping), school intranet and SIMS</p> <ul style="list-style-type: none"> <li>• General admin duties such as answering emails, sending letters, telephone enquiries, arranging meetings, checking and recording minutes etc</li> <li>• Must be a proficient user of Microsoft Office - Word and Excel in particular</li> <li>• Organise paperwork and arrangements in preparation for annual reviews, CP and CIN meetings</li> </ul>
Generic Duties	<ul style="list-style-type: none"> <li>• To deputise in the absence of other staff as required</li> </ul>
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with both the Pastoral and Administration team</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Willing and able to obtains satisfactory Enhanced DBS clearance for schools	✓	
Evidence of Right to work in the UK	✓	
Suitable person to work with children	✓	
Able to obtain satisfactory, validated employment references.	✓	
Understanding of safeguarding requirements and how to promote the welfare of children.		✓
Good keyboard skills ( <i>precision and speed will be tested</i> )	✓	
Good knowledge of Word and Excel and other MS office programs together with an aptitude for new IT applications	✓	
Knowledge of SIMS, CPOMS and PROVISION MAPPING (additional training will be provided)		✓
Previous experience of working with MIS	✓	
Fast learner, picks up most things first time	✓	
Good communication skills – both oral and written. ( <i>Application and covering letter will be used to make and initial assessment</i> )		
Able to form good working relationships with adults and children Personable, but prepared to stand ground when required	✓	
Efficient, organised, works accurately and pays attention to detail	✓	
Confident and courteous telephone manner	✓	
Efficient, organised and precise	✓	
Ability to keep calm and focussed in pressurised situations	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Good relationship with children and adults	✓	
Enthusiastic	✓	
Uses own initiative within boundaries – problem-solver with a “can do” approach	✓	
Strong ‘customer service’ ethic	✓	
Team player	✓	
Flexible	✓	
Representative of the school’s ethos and core values	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English ( <i>certificates will be required</i> )	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics ( <i>certificates will be required</i> )	✓	
Previous education experience from an adult perspective		✓

*The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.*