

JOB DESCRIPTION

POST TITLE	Pastoral Administrator
Purpose:	To provide an administration service to assist the pastoral team
Reporting to:	Assistant Headteacher (Behaviour & Safety)
Liaising with:	Pupils, Tutors, Heads of Year, Deputy Heads of Year, Curriculum Leaders, other teachers, support staff, SENCO and relevant non-teaching staff
Working Time:	37 hours per week – term time only (39 weeks) 8.00 am - 4.00 pm Mon – Thurs and 8.00 am -3.30pm Fri
Salary/Grade:	Salary: - HCC Grade B
Disclosure level:	Enhanced

Role Requirements

Accountabilities	
Administration	<ul style="list-style-type: none"> • To monitor and answer external and internal telephone calls and emails • Provide admin support for pastoral staff as requested by Assistant Headteacher (Behaviour & Safety) • Maintain pupil records in SIMS including attendance and behaviour • Support HOY/DHOYs with filing/scanning • Support daily pupil absences (N list) • Monitor and forward welfare alerts • Locate and respond to “Missing Pupil” alerts • Support and cover Triage when required • To support the daily recording of absence on ClassCharts • Recording all communications on CPOMS • Maintain and administer, when required, approved medication to pupils in secure conditions in accordance with prescribed courses of treatment and parental authorisation • Act as Minibus support • Take pupil statements when required
Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability	<p>A range of health and safety responsibilities, including:</p> <ul style="list-style-type: none"> • Health and safety responsibility for self, children in an area which is a child centred environment • Maintain an awareness of the College, national and statutory policies and requirements and apply these in the workplace
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example • To continue personal development as agreed

	<ul style="list-style-type: none">• To engage actively in the performance review process• Any other such duties as may reasonably be allocated by the Headteacher or Assistant Headteacher (Behaviour & Safety) <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
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The main contacts

- Assistant Headteacher (Behaviour & Safety)
- HOY/DHOY
- Attendance Officer
- Pupils/Teachers/Tutors
- Support Staff
- Parents/Carers

Specific Essential Qualities

- Technical skills – keyboard, word processing, photocopiers – a working knowledge of SIMS would be beneficial but not essential
- Experience of office working and processes
- Excellent written and oral communication skills
- Ability to prioritise workloads and work to deadlines without supervision
- Good organisational skills. Good communicator
- Skilled in maintaining personal and professional confidentiality
- Approachable and patient
- Confident in dealing with telephone and face to face enquiries