

**Name of post holder:**

**Title of post: Pastoral Administrator**

**Salary scale:** Scale 3 Point 5-6

**Contracted working weeks:** Term Time + 5 days

**Hours per week:** 37 hours

**Daily working hours**

Monday – Thursday 8.00 am – 4.00 pm (to include 30 mins lunch break)

Friday 8.00 am – 3.30 pm (to include 30 mins lunch break)

**General duties and responsibilities for the Pastoral Administrator**

- **Administrative Support:**

Providing general administrative support to the pastoral team, including typing letters, managing files, and handling correspondence. This includes administrative tasks linked to managing suspensions and the management of our Repair and Merit system

Providing specific administrative support to assist with our Careers Education programme including work experience and events

Providing ad hoc cover for Reception

- First Aid qualification or a willingness to train is a requirement as you will be allocated daily slots on the first aid rota
- Take notes during staff briefings on a Monday and Tuesday morning

- **Record Keeping:**

Maintaining accurate student records, including attendance, behaviour, and contact information, often using Bromcom but including the retention of paper based documentation such as written statements of monitoring reports

Supporting with additional referrals to external advisors and services such as IRIS or related Telford and Wrekin services

Maintaining a record of discriminatory behaviours

- **Communication:**

Acting as a point of contact for parents and staff regarding pastoral matters, managing phone calls, emails, and other forms of communication

Helping to facilitate the Learning Call system but monitoring the system and alerting key staff to where in class support may be needed

- Supporting with administration linked to detentions and rewards

- **Event Coordination:**

Providing administrative support for school events, such as parent evenings and other pastoral-related activities

- **Safeguarding:**

Adhering to and assisting with school safeguarding policies, including child protection and data protection

- **Data Analysis:**

Assisting in the preparation of reports and analysis of data related to student progress, behaviour and well-being

- **General Support:**

Performing any other duties as directed by the Principal

**Line manager (also responsible for performance management)**

- A Goodall / R Trafford

**Person Specification**

- Have understanding about the importance and value of a good education.
- Have a positive 'can do' attitude.
- Be hungry to make a real difference.
- Be humble enough to accept feedback in order to continually improve.
- Be able to work as part of team and buy into the academy's values.
- Be calm and logical under pressure.
- Be highly organised.
- Be able to develop positive relationships with parents.
- Be a positive role model through a commitment to high standards and smart, professional appearance.
- Be a confident user of ICT in order to support your role.
- To be able to deal with staff, students and parents with sensitivity and confidentiality.

**Review arrangements**

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.

