**Job Description**

**PASTORAL TEAM ADMINISTRATOR**

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**Salary Scale:** NJC Points 21-24 (£19,939-£21745 pro rata; actual £18,203 - £19,851)

**Hours:**  Full-time (37 hours per week) term time, plus 3 x weeks **(47.6 weeks per annum**

**Responsible to:** Assistant Headmasters and Heads of House

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**Purpose of Job**

To provide secretarial and administrative support to the Assistant Headmaster (Pastoral), Assistant Headmaster (Assessment) and 5 Heads of House.

**Duties & Responsibilities**

Day to Day

* Manage the diary of the Assistant Headmaster (Pastoral), organise and facilitate meetings.
* Manage the on-going administration for weekly and fortnightly detentions and daily C2 detentions.
* Attending and minute taking of weekly team meeting.
* All correspondence for Pastoral team, School Nurse, Assistant Headmaster (Assessment).
* Answering emails/telephone queries from staff and parents relating to pastoral matters.
* Up-keep of all pastoral Polices.
* Upkeep of Safeguarding Files, C2 Referrals, Incident Logs and paperwork.
* Printing out Panel Agenda and Decisions via Globascape and distributing.
* Daily checking and updating of CPOMS/Facility student databases
* Managing bookings for pupils seeing the counselling service Off The Record and other external agencies.
* Managing up-keep and booking of Pastoral Meeting room.
* To organise and book training courses/Pastoral Away Day for Pastoral Team
* Managing internal online room booking system for teachers running events and meetings.
* Lending out plimsolls / ties / monies to pupils and ensuring they return items as requested.
* Running a system for lost keys / watches / personal items – trying to return them to their owners.
* To up-keep stationery for pastoral team, production of pastoral forms and printing where required.
* Responsible for ordering and distributing staff diaries and planners, student journals and rough books.
* Liaising with Finance Department regarding pastoral budget for orders of any kind.
* Organisation and distribution of annual School Photographs.

**Duties in detail**

**Exclusions**

* To prepare all documents for pupil exclusions. Record keeping and update of database. On occasion liaising with BANES and other local schools in relation to excluded pupils.
* Liaising with Clerk of Governors/Headmaster’s PA regarding any possible Appeal Hearing preparing and sending out paperwork.

**Detentions**

* Up keep of weekly and fortnightly detentions. Preparation of letters, circulation of information, preparation of cover rotas, record keeping and follow up.
* Daily record keeping and printing out of C2 and H2 detentions.

**Attendance**

* Liaising with Deputy Heads of House producing Attendance Letters, circulating information as appropriate. Liaising with Parents who want to take their children out of school taking details and passing on to HOH and Attendance. Making appointments for staff/Parents with CMES.
* **Safeguarding Admin**

Upkeep of confidential Safeguarding Files and BANES forms. Record keeping of all Safeguarding forms, C2 Referrals and Incident Logs.

**The Panel / Managed Moves**

* The Pastoral Head/Headmaster or one of the HOH will attend a monthly Panel Meeting where all Pastoral Heads get together to discuss pupils. At the end of the meeting we may have picked up another pupil via a Managed Move or Fair Access. Managed Move is for a pupil who may be subject to exclusion and it provides them with another chance. Fair Access is a pupil who has often been PEXed who needs another school to make a fresh start.
* Pastoral Team Administrator will need to print off (via Globalscape) the Panel Agenda and circulate to Pastoral Head and afterwards the Panel decisions. Managed Move pupils can be invoiced and we receive a fixed some, liaise with Pastoral Head and invoices get sent to Mrs Beasley at Hayesfield.
* Keep a log of Managed Move pupils and liaise with Sue Davies regarding this as she sends out new pupil information to parents. See Managed Move File

**Achievement Awards / Commendation Letters/Celebration of Achievement Evening**

* Prepare and send out commendation Letters when necessary.
* Working with the Pastoral Team to administer, collate and send out letters for termly Achievement Awards.
* Up-keep of prizes for the above.
* Preparing information for annual Celebration of Achievement Award Evening. Helping out on the night.

**New Academic Year Information**

* Liaising with the Senior Management Team to produce and circulate to all staff pastorally related rotas and listings for the new Academic year.
* The production and circulation of tutor packs, updating of pastoral policies and production of welcome letters to new teachers.
* Order diaries / pupil journals / planners for all staff and circulate prior to the commencement of new academic year.

**Parents Evenings**

* Under the guidance of the Assistant Headmaster (Assessment), prepare and distribute letters inviting parents to parent’s evenings.
* Using the on-line booking system managing Parents Evening Appointments, being the first point of contact for parents with queries when using the on-line system.
* From the on-line booking system, retrieving stats for Assistant Headmaster regarding bookings and producing appointment booking sheets for all teachers on the day of the Parents Evening.
* Preparing all paperwork needed for Parents Evening, eg. Parents booking in sheets / key question booklets.
* Attending all Parents Evenings (5 per year), helping out where required.
* Preparing desk name plates for staff attending the parents evening and collecting them the next day.

**New Intake**

* Preparation of letters to Junior schools regarding the new intake, preparation of letters to Parents inviting them to New Parents Evening, passing letters to Admissions Secretary for sending.
* To liaise with Admissions Secretary and HOH to arrange Transition visits to Junior Schools for pupils joining in next Academic Year.
* To send out invitations to parents inviting them to the New Parents Evening
* Attending the New Parents Evening, preparing the New Parents Booklet and helping to distribute this on the night.
* **Pastoral Inset Day**
* Working with the Assistant Headmaster (Pastoral), organising Pastoral Inset Day. Book venue, prepare all paperwork and take minutes.

**School Photographs**

* Draw up a schedule for the yearly school photographs. Liaise with photographers.
* Circulate information to parents’ regarding School Photographs, regarding ordering and online payment.
* Receiving, collating and circulating photographs when they arrive.
* Dealing with any parents queries.

**Lockers**

* To administrate locker rental for years 7-11
* To record keep and cross reference all locker / key information
* To liaise with parents/pupils regarding locker rental and payment queries.
* To collect locker keys from pupils leaving at the end of the academic year.
* To ensure locker up keep, regarding locks, replacement doors and individual units.

**PASTORAL TEAM ADMINISTRATOR**

Person Specification

* Excellent secretarial, administration and organisational skills.
* Knowledge of Word & Excel, experience of data bases useful.
* High levels of attention to detail and ability to prioritise workload.
* Excellent standard of written and spoken English.
* Excellent telephone manner with the ability to deal sensitively with parents.
* Ability to communicate effectively with pupils and staff demonstrating tact.
* Flexible approach to work – you will need to work over 37 hours on some weeks and this time will be taken during the three weeks extra allowed, some time off in lieu may also be required.
* Ability to work as a vital part of a small very busy team.
* Ability to work without close supervision.
* Ability to deal with confidential information.
* Sense of humour.