



## JOB DESCRIPTION

<b>Post:</b>	General Administrator (Pastoral)
<b>Reports to:</b>	Lead Administrator
<b>Grade:</b>	SCP 6 -9
<b>Contract duration:</b>	Permanent
<b>Hours of employment:</b>	36 hours per week, 40 weeks per year (term time). Some evening work may be required at various times during the year. Notice will be provided and this may be claimed as 'time off in lieu'.

### Overall Purpose

The General Administrator (Pastoral) will work within both the admin and student support team, and be expected to show flexibility and teamwork skills in order to deliver effective admin support through a range of tasks. They will be supported by the Lead Administrator and by the Student Support Manager to provide effective general admin support to Faculties and Pastoral Leaders, and to the Student Support Team as required. As one of the first points of contact in Student Support, they will create a welcoming and professional atmosphere for students, parents and staff.

### Summary of major duties and responsibilities:

#### **Student Support Reception**

To have shared responsibility for the Student Support Reception:

- Ensure effective administration in Student Support
- Deal effectively with telephone, email and face-to-face enquiries
- Offer a helpful, friendly, approachable and professional service to students, parents, visitors and colleagues at all times and take appropriate action on own initiative to resolve routine issues or referring matters to appropriate member of staff.
- Ensure a clean, tidy and organised working environment at all times
- Collate information for Support Panel as needed

- To have shared responsibility for administering first aid and medication to students as required, in keeping with the school's policy
- Assist with the general welfare of students
- Liaise with parents regarding students' sickness /injury
- Assist with visits from the school nurse or other health professionals
- Keep accurate records of accidents/injuries

### **General Administration**

- Produce template letters (including using mail merge)
- Complete large-scale photocopying jobs on behalf of teachers and leaders
- Assist in the provision of refreshments for internal meetings and school events as needed
- Support School events such as Prospective Parents Evening and Year 6 Induction Day by completing tasks such as collating packs, letters and set-up
- Make phone calls to set up appointments with Heads of Year for admissions for in year applicants as needed
- Support transition for year 6 into year 7, including accurate data input to SIMS
- Attend meetings to take notes where appropriate
- Provide administrative support to other events and tasks in the academic year such as SMART futures, Enrichment Days, CATS testing administration and 'Options'

### **Management of Resources**

- Place stationery orders and check stock levels as needed
- Follow procedures to manage room bookings for shared meeting spaces.
- Arrange courier and recorded deliveries as needed.

### **Support of behaviour record keeping and attendance monitoring**

- Produce behaviour reports from SIMS
- Input incident forms onto SIMS and produce detention reports
- Type statements, redacting the evidence pack, collating the paperwork and copying to ensure that it is sent to all within agreed timescales.
- Operate the late gate system including recording latecomers to school
- Check accuracy and completion of registers ensuring no missing marks or unexplained absences.
- Contact parents where a child's absence has not been explained as needed
- Follow school policy of 'first day contact'
- Collate information for internal school reports as needed

**The duties above are neither exclusive or exhaustive, and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade as directed from time to time.**