



# REDRUTH SCHOOL

**Job Title:** Pastoral Administrator

**Grade:** E

**Contract:** 37 hours, term time only

**Responsible to:** SENCO, Pastoral Head

**Important functional relationships:**

**Internal:** Headteacher, school management team, pupils.

**External:** Governors, LA advisers and representatives, suppliers, parents, external support agencies.

**Main Purpose of Job:**

To provide effective and efficient administrative support to the Student Welfare team.

**General**

1. To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required.
2. To undertake photocopying and document collation as requested.
3. To input new and updated information on the school's manual and computerised systems for students' records, and to ensure all records are maintained and up-to-date. To ensure the utmost confidentiality with such records.
4. To assist in the production of statistical reports, lists and other information relating to students' records as requested.
5. To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues and refreshments and contacting individuals with regard to arrangements for meetings.
6. To attend and minute meetings relating to student issues.
7. To assist communications between the school/college, LA and other relevant external agencies.
8. To assist in the maintenance of accurate school records and process data in accordance with the recognised administrative procedures for maintaining up-to-date records.

9. To open, sort and distribute mail to the relevant staff member in a timely manner. To check emails on a regular basis throughout the day and distribute information as appropriate.
10. To prepare and record outgoing mail appropriately
11. To ensure all necessary refreshments are available for meetings held within the school.
12. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy, child protection policy, code of conduct and national legislation (including Health and Safety, Data Protection).
13. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
14. To be responsible for your own continuing self-development; undertaking training as appropriate.
15. To undertake other duties appropriate to the grading of the post as required.

#### **Skills Development**

16. To undertake photocopying and document collation as requested.
17. To keep SIMS updated with regard to all SENCO records as far as possible at any particular moment.
18. To maintain, monitor and track information with regard to students' medical information.
19. To maintain at all times the utmost confidentiality with regard to all reports, records and personal data relating to students and other information of a sensitive or confidential nature.

**PERSON SPECIFICATION**

**Job Title:** Pastoral Administrator

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Relevant Experience</b>	<p>Practical experience of clerical work</p> <p>Relevant experience within a school/college environment</p> <p>Experience of Microsoft Office software</p>	<p>Experience of managing specific areas of work without supervision</p>	<p>Application form/ Interview</p>
<b>Education &amp; Training</b>	<p>Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.</p>	<p>A levels, or equivalent</p>	<p>Application form</p>
<b>Special Knowledge &amp; Skills</b>	<p>Time management</p> <p>Good IT skills, to include experience in Word, Excel, Powerpoint, databases and email</p> <p>Accuracy</p>	<p>Shorthand</p> <p>An awareness of SEN</p> <p>Knowledge of SIMS</p>	<p>Application form/ Interview</p>
<b>Any Additional Factors</b>	<p>Reliable</p> <p>Highly confidential</p> <p>Flexible approach to work</p> <p>Ability to work under pressure</p> <p>Good interpersonal skills to include a discreet, diplomatic manner</p> <p>Able to work on own initiative and in a team</p> <p>Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		<p>Interview</p>