

# Oakgrove School

Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

## Pastoral Administrator

**Actual Salary £14,249**

**35 hours per week, Term time plus inset days**

**Start Date: 1<sup>st</sup> April 2019**

We are looking for a hardworking and motivated individual to join our pastoral team as an administrator. The ability to initiate, build and maintain good working relationships with staff, students and parents is essential for this role. The working pattern is 8.00am – 3.30pm Monday – Friday.

Main duties will include:

- Organise the collection and collation of the 'stamp system'.
- Working with Learning Coordinators, maintain and develop the achievement/behaviour system.
- Collate achievement data for reward system.
- Respond to any telephone calls regarding students or redirect as necessary.
- Update student logs, archive old files, and create new student logs for new academic year.
- Operate and update the SIMS.net database to ensure accurate reflection of students on roll including the input of information from Data Collection Sheets, change of contact details, new student details.
- Assist with the provision of administrative and secretarial support to Learning Coordinators and Assistant Heads of Year on pastoral issues.
- Complete personal and academic level information sent in from external companies such as employment references.
- Deal with parent queries relating to ParentPay.
- Initiate, build and maintain good working relationships with staff, students and parents.
- Working effectively as part of the whole school administration team, supporting and assisting other colleagues in their roles.
- Assist in overseeing the Student Support Hub as and when required.
- Organise student detentions and coursework catch-ups (generate stickers and letters home, if required) and inform staff of daily detention registers when required.

**For an application pack please see the attachments or contact Melanie King at [hr@oakgrove.school](mailto:hr@oakgrove.school)**

Deadline for Applications is Friday 15<sup>th</sup> February at Midday

*Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.*