

Oakgrove School

JOB TITLE:	Pastoral Administrator
DEPARTMENT:	Pastoral
RESPONSIBLE TO:	Senior Assistant Headteacher Business Director – Personnel issues
GRADE:	4
CONTRACTED HOURS:	35
CONTRACTED WEEKS:	39 Term Time plus Inset Days

JOB PURPOSE

To provide administrative support to the Pastoral Team and contribute to the smooth running of the pastoral systems.

PRINCIPAL RESPONSIBILITIES

- 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.
- Any other reasonable duty as required.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal, dated _____

Signed by Post Holder: _____

Signed by Line Manager: _____