



Pastoral Administration Assistant - JOB DESCRIPTION

Reporting To: Assistant Headteacher

Payscale: TEAL Associate Staff Pay Scale, Point 4

Job Purpose:

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

To provide a comprehensive and effective administrative support for the school’s Pastoral team.

Key Responsibilities: Specific

- Carry out pastoral associated administrative tasks, providing support to the Assistant Headteachers, Heads of Year and Year Managers.
- Liaise with parents/carers and external professional support agencies to provide updates and co-ordinate meetings and visits.
- Provide support for events and meetings, including preparing documents for parents evening and school trips etc.
- Arrange pupil meetings as required with members of the Pastoral team.
- Maintain pupil records in Arbor including behaviour and attendance, supporting the daily recording of absence on Arbor.
- Disseminate reports and updates within school and to parents/carers.
- Complete orders for resources and equipment.
- Monitor and forward welfare alerts.
- Locate and respond to “Missing Pupil” alerts.
- Support and cover Triage when required.
- Update and print daily fire registers for both students and staff
- Ensure Free School Meal information is kept up to date
- Take pupil statements when required.
- Comply with data protection policies, procedures and processes.
- Respond to a range of enquiries by telephone and e-mail, resolving issues and escalating matters to senior colleagues as appropriate.
- Provide administration services as required including typing, updating systems, photocopying, post, stationary orders, note taking and other general admin functions using all aspects of Microsoft Office and other appropriate software systems.
- Approach work with a flexible, responsive, confidential manner, working quickly, accurately and effectively with a range of stakeholders.
- Providing First Aid to staff and students on a rota basis.
- Manage incident statements and suspension requests, scanning and uploading to appropriate databases.
- Minute parental meetings and pastoral meetings.
- Manage the stock of Pupil Planners and Uniform Items.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.