

## **FULLHURST COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Pastoral Administrator
<b>SALARY GRADE:</b>	Grade 3
<b>STATUS:</b>	Permanent
<b>HOURS:</b>	37hours per week, 40 weeks per annum 38 weeks term time 5 training days 5 days holiday cover
<b>HOURS OF WORK:</b>	8.30am – 4.30pm (Half hour lunch)
<b>RESPONSIBLE TO:</b>	<b>Deputy Head Teacher</b>

#### **OVERALL PURPOSE OF THIS POST:**

To provide comprehensive administrative support for Pastoral Services and an effective customer-friendly, reception, telephonist service for the college.

#### **MAJOR OBJECTIVES:**

1. Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date and performed on time.
2. To maintain daily contact with Year Managers to harmonise meeting structures, etc.
3. Ensure that callers and visitors to the College are dealt with in a friendly and courteous manner.
4. Ensure accuracy and confidentiality in dealing with requests and maintaining records.
5. Ensure that all forms received are complete, accurate and processed correctly.
6. Ensure that the College's standards of care are achieved.
7. Comply with the appropriate Government, Local Authority (LA) and the College's policies, procedures and systems.
8. Follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act, Child Protection Act.
9. Be proactive in the implementation of the College's and the LA's Equal Opportunities policy, Health and Safety regulations, Child Protection and Environment Protection policies.

**SUMMARY OF JOB TASKS:** *(Taking at least 10% of post-holder's time)*

1. Provide administrative support for the Pastoral Services and College
2. Provide a reception service, both face to face and on the telephone, to parents/carers and other visitors to the school.
3. Update and maintain the relevant filing, clerical or computerised record systems, databases, spread sheets etc.
4. Provide administrative support for student exclusions
5. Provide general administrative and clerical support to other staff in the school including taking minutes and distributing notes for professional meetings in the College
6. Use SIMS to retrieve pupil data, timetable, registers, etc
7. In the absence of the Family Liaison Officer to support with monitoring and recording attendance
8. Provide straightforward statistics and management reports as requested.

**Other Tasks:**

1. Keep up to date with the relevant guidelines, procedures, forms etc. used in the College.
2. Deal with students who are sick or ill until collected by parents/carers.
3. To be part of a team of trained First Aiders for the College.
4. To support the college pastoral system by playing an active role in the tutor system.
5. To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
6. Support both visitor and student reception as requested by the Assistant to the Business Manager.
7. To assist with hospitality for meetings/events as and when required.
8. Undertake duties and tasks related to the above deemed reasonable by the Principal and Business Manager.
9. Attend relevant courses and any other training deemed reasonable within the requirements of this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal/Business Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_

Support Staff

Signed: \_\_\_\_\_

Line Manager

Date : \_\_\_\_\_

**FULLHURST COMMUNITY COLLEGE**  
**PERSON SPECIFICATION**

**POST TITLE: PASTORAL ADMINISTRATOR**

<b>CRITERIA</b>	<b>REQUIREMENTS</b>	<b>E/D*</b>
<b>A. TRAINING AND EDUCATION</b>	GCSE English or equivalent qualification GCSE Maths or equivalent qualification IT Qualification or good knowledge of using Word, Microsoft, Excel SIMS Trained or relevant experience A willingness to be trained in any other systems as required. Hold a First Aid Qualification.	E E E D  E
<b>B. EXPERIENCE AND KNOWLEDGE</b>	At least one year working in an office environment. Experience of working in an educational environment. Experience of dealing with the public both face to face and on the telephone. Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.	E  D E D
<b>C. EQUAL OPPORTUNITY</b>	Must be able to recognise discrimination in its many forms and willing to put the Council's Equal Opportunities Policy into practice. Must be sensitive to the requirements of disadvantaged groups and students with special educational needs.	E  E
<b>D. QUALITIES AND SKILLS</b>	Good organisational skills and self motivated. Ability to work on own and as part of a team to meet deadlines. Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure. Appreciation of the need for honesty and confidentiality. Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff. Good communication skills both written and verbal.	E E E E  E E
<b>E. OTHER CONDITIONS</b>	Willing to work additional hours to support staff absence if required. Able and willing to attend/achieve further training/qualifications where appropriate, e.g. First Aid, ICT, etc Must satisfy relevant pre-employment checks.	E  E E

\* E = Essential D = Desirable