



Wadham School – Job Description

Pastoral Team Administrator



Contract: Permanent

Weeks per Year: 37 hours/week, Term Time + INSET

Salary: Grade 14 pt.4-6

Responsible to: Assistant Headteacher- Pastoral

Main Purpose

We are seeking an experienced administrator to join our successful Pastoral and Safeguarding Team. This is a new role which will involve supporting, in an administrative capacity, the teams dealing with our students' welfare, behaviour and successful transition to the next stage in their educational journey.

Main Duties and Responsibilities

- To manage behaviour paperwork and record it appropriately, accurately and timely on the school system.
- To be the point of contact for parents in organising meetings with the Pastoral Team.
- To ensure accuracy of paperwork and recording with regards suspensions and permanent exclusions.
- To liaise with the Local Authority regarding permanent exclusions.
- To collate and file student documents.
- To organise the Pastoral Teams' meetings and remind them of deadlines.
- To liaise with the Deputy Headteacher with regard to in-year admissions and keep them informed throughout the process.
- To ensure a timely response to admissions enquiries.
- To chase files for students that are in-year admissions.
- To liaise with the Local Authority regarding phase transfer (Year 6 to Year 7)
- To ensure transfer of documents of leavers to new schools.
- To take minutes of meetings for complex cases.
- To upload key pastoral documents on to Arbor i.e. readmission documents, parental meeting notes, etc.
- To facilitate Team Around the Family meetings (TAF's) and ensure completed paperwork is sent to all involved parties and filed on My Concern.
- To take the minutes for Pastoral and Safeguarding Team meetings and hold colleagues accountable for any actions agreed in those meetings

Other Duties

- To deal with student enquiries.
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing.
- To cover for the Data Administrator and Attendance Officer in their absence.

Note: All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school.

The duties and responsibilities may vary from time to time.

Personal Attributes

Education and Qualifications

5+ GCSEs or equivalent qualifications at grade 4 (C) or above, including English Language and Mathematics or a qualification relating to supervising/and/or directing student activity.

Experience

- Experience of working in administration
- Experience of using Microsoft operating systems, Excel, outlook etc
- Previous experience of working as part of a team
- Previous experience of working in a secondary school or other education setting.
- Awareness of Safeguarding frameworks and practices is desired, although training will be given.
- Awareness of GDPR / Data Protection frameworks and practices is desired, although training will be given.
- Experience of, or willingness to be First Aid trained is desirable.

Skills and Abilities

- Have good communication skills to help colleagues manage their schedules/meetings
- Establish relationships with students and staff built on respect and trust to allow for confidence in support of health and well-being.
- Consistently model and promote the positive values, attitudes and behaviour expected.
- Direct the work of other adults normally present in the learning environment.
- Work effectively and supportively as a member of the Pastoral and wider school team.
- Being flexible, with the ability to be proactive and use initiative.
- Seek and accept support as part of personal improvement.
- Have the ability and independence to make decisions in relation to your role
- Excellent time management.
- Excellent attention to detail.
- Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable.
- Respect others and be able to embrace the ethos and values of the school.
- Have the ability to support, challenge and inspire.

Motivation

Your resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.