

PASTORAL SUPPORT - ADMINISTRATIVE ASSISTANT

The Pastoral Support Administrative Assistant will provide a supportive resource to the pastoral team, including the Assistant Head- Pupil Support, Learning Manager, and a team of Pastoral Officers.

Principle Duties

The post holder will:

Provide general clerical and administrative support to the Pastoral team.

Maintain manual and computerised records and management information systems.

Research and produce reports and information as requested.

Prepare Agenda's and take minutes or notes at meetings which are prepared and circulated using the appropriate communication system.

Assist pastoral colleagues to investigate incidents and gather information.

Assist in collection of pupil statements from participants and witnesses to incidents.

Operate school equipment / systems as required (e.g. Achievements, CCTV, Pupil Quiz)

Develop personal awareness of Child Protection & Safeguarding strategies with a view to maintaining a Level 2 Child Protection accreditation.

Prepare publications for inclusion in school communication channels such as staff briefings, pastoral newsletter, school newsletter, Staff Handbook, School web-site and other social media.

Communicate with parents as required.

Request, Collect and Return work required for pupils internally & externally excluded.

Complete administration for the detention process as required.

Provide cover support to pastoral colleagues and the Internal Exclusion provision.

Un- specified tasks or duties that are considered appropriate for the post.

Responsibilities

Be aware of, and comply with policies and procedures relating to child protection, confidentiality, health & safety, and data protection, reporting any concerns to an appropriate person or your line manager.

Support the school aims and objectives in support of our staff and pupils.

Work positively with other professionals.

Pursue opportunities for continuous self - development.