



St Helena School **Job Description** **Pastoral Administrator**

Responsible to: Deputy Headteacher, Pastoral
Salary Grade: Scale 5 (Points 8-11)
Full time/Part time: 37 hours per week/40 weeks per year

Job Purpose: To provide administrative support for the Deputy Headteacher, Pastoral and the Pastoral Team.

Duties of the post:

- To manage telephone communications for Deputy Headteacher, Pastoral, taking messages, making calls and ensuring a prompt response to all telephone inquiries.
- To maintain accurate child protection files and databases, including archiving, on behalf of the school including, collating paperwork provided by the Deputy Headteacher, Pastoral.
- To liaise with the Home School Liaison Officer and co-ordinate the transferring of student files for both transition and mid-year admissions.
- To coordinate and complete the administration process of mid year admissions under the direction of the Deputy Headteacher, Pastoral, ensuring applications are processed in line with the school's policy.
- To support the Managed Moves process following the latest guidance.
- To support Year 7 admissions and appeals processes, compiling information for appeals.
- To manage databases and provide data when required.
- To complete Purchase Orders using the PS Financials portal.
- Liaise with Deputy Headteacher, Pastoral and Director for Behaviour regarding Fixed Term Exclusions, creating Fixed Term Exclusion letters and recording the letter on the software used.
- To liaise with parents, other staff and outside agencies as required.
- To send GroupCall communications as directed by the Deputy Headteacher, Pastoral.
- To organise external and internal meetings on behalf of the Deputy Head teacher, Pastoral including booking rooms, sending invitations, requesting refreshments as required, providing administrative support including taking minutes where needed.
- To provide accurately typed documents and correspondence, meeting deadlines as required.
- To carry out filing tasks, establish and adhere to clear procedures.
- To ensure that policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, and other relevant statutory policies are complied with, reporting concerns to Deputy Headteacher, Pastoral.
- To coordinate the provision of school work for students who are not in school.
- To coordinate School Nurse visits for students.
- To provide administrative support for Alternative Provision.

General

- To carry out any other reasonable tasks as may be required by the School
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.