



# **Oakgrove School**

**Pastoral Administrator**

## **Job Purpose**

To provide high-quality administrative and organisational support to the school's pastoral systems, ensuring accurate record-keeping, effective communication with stakeholders, and the smooth coordination of student monitoring, rewards, sanctions, and support processes.

## **Pastoral Administrator Responsibilities:**

- Maintain and update student records, including creating new student logs for each academic year and archiving historical files.
- Assist with the administration of pastoral initiatives and school-wide behaviour or attendance strategies.
- Prepare documentation and supporting evidence for external referrals when required.
- Respond to telephone calls regarding students, resolving queries where appropriate or redirecting to relevant staff.
- Develop and maintain professional relationships with parents, carers, local secondary schools, and other stakeholders.
- Provide administrative and secretarial support to the pastoral team.
- Coordinate the organisation of student detentions, including notifications and registers.
- Support systems for monitoring students on report, attendance tracking, and reintegration processes.
- Assist with the administration of pastoral initiatives and school-wide behaviour or attendance strategies.
- Work effectively as part of the whole school administration team, supporting and assisting other colleagues in the role as required.
- Any other reasonable duty as required.

## **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Comply with the Kingsbridge Educational Trust Code of conduct for employees.
- Contribute to the overall ethos and aims of the school.

## **Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal.

Signed by Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_