



Job Description

Post:	Pastoral Administration Officer
Responsible to:	Office Manager
Line managed by:	Office Manager
Supervises:	N/A
Salary scale:	Scale 5 (£29,631 - £30,954 pro rata term time plus 2 weeks)
Location:	Forest Gate Community School

Equal Opportunities

The trust has a strong commitment to achieving the equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To provide a comprehensive and professional support service to the school's administration team and to contribute to an outstanding office function.

Duties and Responsibilities

1. To manage internal, external and permanent exclusion correspondence
2. To oversee the student behaviour management system
3. To manage detention lists
4. To manage behaviour slips and ensure they are updated on the system
5. To produce behaviour data including half termly reports
6. To oversee and send reward letters and coordinate lapel pins
7. To manage and update staff duty lists
8. To update student files with all pastoral admin
9. To independently follow and complete relevant checklists and trackers
10. To provide updates and reports to the Headteacher as required
11. To understand all key office functions
12. To complete general administration tasks when required
13. To complete training as required
14. To do first aid/fire warden training and carry out the necessary tasks for these roles
15. Any other tasks reasonable and relevant to the role as directed by a line manager

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and

complete particular duties. It does not form part of the contract of employment.

Person Specification:

	Criteria Essential Desirable
1.	Educated to a good academic level and have a high standard of numeracy and literacy. ✓
2.	Evidence of managing complex tasks including planning, coordinating, organising and implementing change. ✓
3.	Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision. ✓
4.	Experience in and/or a commitment to working with young people ✓
5.	High level of interpersonal, communication and customer service skills. ✓
6.	Understanding of the requirement to exercise discretion and maintain confidentiality at all times. ✓
7.	Must have experience of working as part of a team. ✓
8.	Computer literate. High degree of competence in the use of MS Office suite of applications or equivalent. ✓ Highly
9.	developed keyboard skills ✓
10.	Knowledge of SIMS ✓
11.	Must be willing to work flexibly – according to the needs of the school ✓
12.	Ability to take minutes which are accurate, clear and concise. ✓