

St Edmund Campion Catholic School

Job Description

POST:	Pastoral Administration Assistant
RESPONSIBLE TO:	To Be Confirmed
SALARY and FUNDING:	Grade 2
KEY RELATIONSHIPS:	Senior Leadership Teams, Safeguarding Team, SENDCO, Heads of Year, office team, Pastoral Team, Form Tutors, Attendance Officer
LOCATION:	St Edmund Campion Catholic School
WORKING PATTERN:	36.5hrs per week – Term Time only
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

Role Purpose

- To oversee the school student services area as a welcoming environment for providing pupils with everything they need for the day.
- To be responsible for medical registers

- Take lead responsibility for first aid rota
- Be a back up to the Office and Attendance teams as necessary.

Main duties and responsibilities:

- To manage the work of our Student Services by providing a “one stop shop” for students’ needs. This includes ordering and stocking of uniform and equipment for loaning or purchasing
- To keep and maintain accurate registers for the administration of student’s medications
- To maintain and update an accurate log of all medical concerns and accidents.
- To ensure a safe process is in place for the storage of students’ medication.
- To support with the logistics of external immunisation programmes
- To take lead responsibility for the provision of first aid including monitoring the first aid rota
- To liaise with parents as required with care and consideration
- To perform administrative tasks such as photocopying as directed
- To support the administrative function of the whole school as required, e.g. in sending out letters to parents, maintaining student files etc.
- To support the administrative team as required including covering the main office in the event of absence and supporting the attendance team.
- To support the administration of whole school trips and visits as required.
- Support Heads of Year and SLT in the organisation of parents evenings as well as supporting with assemblies and year group specific matters/events (e.g. Year 8 options evening, Year 11 Prom)
- Any other duties as required by the Principal that are commensurate with the grade of this post.

General

- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Support with invigilation of internal and external examinations as directed by the leadership team and person in charge of exams.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required

Members of the support staff are expected to take pride in creating a culture of excellence supporting the Principal and senior colleagues in implementing this. They will role model the values of the Catholic church at all times ensuring that the academic success and pastoral and spiritual well-being of pupils is always at the forefront.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Job Description-Pastoral Administration Assistant

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR. All staff are expected to play a key role in keeping all children safe as per policies and procedures

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal. He/she is required to meet the standards set out in the SJPIIMA code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks. St Edmund Campion Catholic School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Person Specification-Pastoral Administration Assistant

	Essential	Desirable
Education/Qualifications		
Numeracy and literacy skills equivalent to Level 2 or above	√	
Relevant professional training or development	√	
First Aid Training (will be provided)		√
Experience		
Working with or caring for children of relevant age		√
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents		√
Skills and Knowledge		
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults		√
Good oral and written communication skills	√	
Communicating well with parents and other stakeholders in a positive and supportive manner		
Good listening skills	√	

Proficient ICT skills appropriate to the role, including knowledge of data management systems	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	
Committed to continual personal and professional development	√	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all pupils	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrate ability to work well under pressure	√	
Able to adopt a flexible working practice	√	
Excellent record of attendance and punctuality	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	