



Reed's School Job Description

PASTORAL ADMINISTRATOR

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>The Department and Role:</p>	<p>The role-holder will be responsible for coordinating the work of the Pastoral Team reporting to the Deputy Head (Pupils). The role includes administrative support for the Deputy Head (Pupils), the Designated Safeguarding Lead, the School Counsellors, the Medical Centre and occasional support for the wider Pastoral Team.</p> <p>The role-holder will work on a full-time basis during term time only and 3 weeks of the school holiday. Two of these weeks to be at the end of each Summer Holiday period.</p> <p>This role will report to the Deputy Head (Pupils).</p>
<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Support the Deputy Head (Pupils) in administration for example, organisation of tasks and updating pastoral records plus other similar tasks. • Enhancing communication amongst those delivering pastoral care in the school through coordination of meetings, agendas and minutes. • Monitoring Behaviour and Conduct using SIMS, sending out reminders re: sanctions. • Support Deputy Heads/Pastoral Leads with school sanctions by inputting data into SIMS and writing letters to parents and guardians and any other administration in the process. • Provide support to Pastoral leaders, such as tutors and Heads of House, in using SIMS, My Concern. • Coordinate pastoral support amongst other agencies such as counselling and behaviour specialists. • To attend regular Pastoral Meetings. • To oversee monitoring of pupil internet and network use through Smoothwall and Senso. • To support with the STEER Priority Pupil report and upload action plans to the Assistant Head (Pupil

	<p>Tracking).</p> <ul style="list-style-type: none"> • To provide weekly attendance updates to WelfareCall. • To Support the DSL in the maintenance and monitoring of MyConcern and Pastoral Traffic Lights. • Attend pastoral and safeguarding meetings as required. • To set up Safeguarding transfer request spreadsheet, email schools, record and file any Safeguarding concerns. • Maintain knowledge of Safeguarding and Child Protection. • To support the School Counsellors to facilitate their timetable, process referrals, communicate with parents, log attendance and liaise with the Foundation and Finance Department where required. • Ensure compliance with Safeguarding and Child Protection Policy, GDPR and the Schools Data Protection Policy. • Support the Medical Centre team, spending time each day supporting the team administratively, and through accurate recording of data and general administration – collation and preparation of data for meetings, trips, immunisation programmes, etc. • To undertake any other tasks that would assist the Deputy Head (Pupils).
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Reed's School Person Specification PASTORAL ADMINISTRATOR		
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A- Level. 	<ul style="list-style-type: none"> • Training or qualifications relevant to safeguarding, child protection or administration.
Experience	<ul style="list-style-type: none"> • Previous experience of working within an administrative role. 	<ul style="list-style-type: none"> • Experience in a pastoral or administrative role within a school or welfare organisation.
Skills and Knowledge	<ul style="list-style-type: none"> • Strong communication skills both oral and written. 	

	<ul style="list-style-type: none"> • Good interpersonal skills and confidence to communicate effectively with colleagues. • Excellent organisational and administrative skills. • Ability to work accurately with attention to detail. • Flexible in prioritising work; open to change. • Proficient user of Microsoft Office. • Understanding of safeguarding and child protection protocols in schools. 	
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Sensitive to confidential information with the ability to use discretion. 	