

Pastoral Assistant

Job Description

Grade: GR3 - *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To be responsible for the Business and Personnel Manager for the provision of efficient administrative assistance to the Pastoral Manager and to provide pastoral support to students as appropriate.

2. Key Responsibilities

- 2.1 To provide administrative support including word processing, filing, arranging photocopying and collating of resources
- 2.2 To undertake the maintenance of both manual and computerised records including imputing attendance and pastoral related information onto the management information system
- 2.3 To provide administrative support for the schools attendance procedure including making phone calls to parents and external agencies
- 2.4 To be responsible for "lost property"
- 2.5 To produce standard letters and documents
- 2.6 To provide administrative support for fund raising events and educational visits including booking coaches, liaising with providers and keeping appropriate records
- 2.7 To be responsible for the organisation of the school photographs
- 2.8 To organise and coordinate the school medicals and immunisations across the school
- 2.9 To be registered first aider and be responsible for the secure storage of pupils medication
- 2.10 To catalogue, order and maintain stocks of resources consumables and equipment
- 2.11 To organise room bookings and refreshments for parents meetings
- 2.12 To prepare and maintain the pastoral display areas
- 2.13 To take minutes of Heads of Year meetings
- 2.14 To be part of the administrative support staff team
- 2.15 To work flexibly and provide emergency cover for other support staff posts as required
- 2.16 To actively contribute to development initiatives to improve the efficiency and effectiveness of the support services
- 2.17 To adhere to the ethos of the school
 - 2.17.1 To promote the agreed vision and aims of the school
 - 2.17.2 To set an example of personal integrity and professionalism
 - 2.17.3 Attendance at appropriate staff meetings and parents evenings

2.18 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE or equivalent (NWQ level 2) passes in English & Maths (literacy & numeracy) Relevant first aid knowledge desirable but not essential Further training relevant to the role desirable but not essential	AF/C
Experience Relevant work and other experience	Experience of working in a school environment or a similar role	AF
Skills & Ability e.g. written communication skills,	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	

dealing with the public etc.	Ability to manage own time effectively Ability to adhere to working procedures & policies within the school environment Ability to operate as part of a team or individually as required Ability to relate well to children & adults A high degree of commitment & confidentiality Good communication skills Good ICT skills Patient, flexible and adaptable (to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above).	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and

- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.