

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL
JOB DESCRIPTION

JOB TITLE	Pastoral Administrator (Secondary School)	JOB REF NO	AAAE5187
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BASIC JOB PURPOSE

To undertake all aspects of student administration and provide administrative support to the Pastoral Team. To provide general clerical and administrative support and perform customer liaison duties relating to pastoral support.

MAIN RESPONSIBILITIES

1	Set up and operate procedures and systems, including filing and recording systems, to ensure the efficient administration of the Pastoral Team e.g. maintenance of the Pastoral Bulletin and checking of SIMS in touch communication from parents.
2	Design and check documentation to meet quality and standard required by the Pastoral Team including certificates or other actions associated with school rewards systems.
3	Advise staff and students of policies and procedures and respond to general queries from students.
4	Administer all systems associated with behaviour management in school e.g. the reflection room, mobile phone use, detentions, step outs.
5	Update and extract student information from computerised (e.g. SIMS, Class charts databases) and manual systems and provide accurate and up to date information for management including registration management
6	Provide administrative support to the Progress and Pastoral Leaders.
7	Assist with awareness raising initiatives and assist students / staff as appropriate
8	Organise and prepare letters to parents for educational reasons and educational and other school visits.
9	Undertake a range of office duties including word processing, filing, photocopying, diary management, distribution and franking of mail.
10	Act as telephonist / receptionist to ensure all queries are handled appropriately and ensuring a professional image is portrayed at all times. To make appointments as necessary for pastoral staff.
11	Maintain stocks of stationery items.
12	Provide First Aid as required to students, staff and visitors to the school and administering medicines as required.
13	To ensure Common Transfer Forms and pupil data is sent and received for pupils transferring in/out of the school
14	To produce reports for staff as requested.
15	To act as liaison between pupils, staff, parents and visitors.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	