

Role Profile: Pastoral Administrator

Job Description

Job Title:	Pastoral Administrator
Location and Team	Lancaster Girls' Grammar School, Regent Street, Lancaster, LA1 1SF Administration Team
Terms	Permanent, Full Time Working 38 weeks per year (189 teaching days + 1 training day) + 6.09 weeks paid leave = paid for 44.09 weeks Your pay includes 6.09 weeks' paid annual leave, based on a pro-rated proportion of the full-time allowance of 36 days per year, rising to 42 days after 5 years' service.
Salary Range	Grade 5, NJC Scale Points 6-11, currently £25989 - £28142 for full time and full year employees. Your actual salary will be pro-rated to reflect your actual working hours/ weeks using the formula: <i>full year salary / full time hours per week X contract hours per week / full time weeks per year x contract paid weeks per year = pro-rated annual pay / 12 months = monthly pay.</i> For example: £25989 / 52.143 x 44.09 weeks = £21975 per year / 12 months = £1831 per month.
Responsible To	Senior Administrator / Deputy Headteacher
Staff Responsibility	None
Essential car user	No
<p>Under the general guidance of the Senior Administrator, to contribute to the smooth running of the school by carrying out a range of administrative duties, including providing support to our Pastoral Year Leaders, preparation of resources, and departmental administration.</p> <p>To work as part of a team, ensuring the supervision, safety and welfare of pupils throughout the school day.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Provide comprehensive administrative support to the pastoral team • Liaise effectively and professionally with parents/carers, staff, and external agencies to support student wellbeing • Utilise school MIS systems to record and access information, generate reports, and support data management • Using ICT systems for communications and record-keeping, including SIMS.net, Edulink, EVOLVE, CPOMS, and ParentPay. • Communications with students, staff, families and external agencies, including by telephone, email and letter. • Office administration including answering external phone calls. • Organising events and school trips 	

- General administrative support within departments.
- Preparation of documentation and resources, tidying of materials and replenishment of stock
- Scheduling appointments and managing bookings
- Carrying out reprographics work.
- Assisting with the maintenance of equipment (where trained).
- Assisting with departmental displays.

Individuals in this role may also:

- Provide administrative support to other departments, and cover work of absent colleagues.
- Participate in trips and visits.
- Supervise groups of students, under the direction of a teacher – such as providing break or lunchtime supervision.

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Student Focus

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Person Specification

Job Title:	Pastoral Administrator	Grade:	NJC Grade 5
Requirements (based on the job description)		Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), references (R), or other (give details)
Qualifications			
4 GCSE passes at Grade A-C or equivalent, including Maths and English	E		AF/ certificates
Recognised and relevant NVQ Level 3 qualification or equivalent	D		AF/ certificates
Experience			
Previous experience of clerical/ administrative work	E		AF/ I/ R
Previous experience of the Microsoft Office systems/ packages particularly Word and Excel	E		AF/ I/ R
Experience of working with children	D		AF/ I/ R
Experience of working in a school environment	D		AF/ I/ R
Knowledge, skills and abilities			
Excellent oral and written communication skills with the ability to communicate at all levels	E		AF/ I/ R
Efficient and well organised	E		AF/ I/ R
Good IT skills	E		AF/ I/ R
Able to use own initiative	E		AF/ I/ R
Self motivated and enthusiastic	E		AF/ I/ R
Ability to relate well to children	E		AF/ I/ R
Ability to work as part of a team	E		AF/ I/ R
Good communication skills	E		AF/ I/ R
Ability to relate well to parents/carers	E		AF/ I/ R
Knowledge of classroom roles and responsibilities	D		AF/ I/ R
Knowledge of the concept of confidentiality	E		AF/ I/ R
Other (including special requirements)			
Satisfactory DBS clearance	E		To be applied for successful candidate.
Commitment to safeguarding and protecting the welfare of children and young people	E		AF / I
Commitment to equality and diversity	E		AF / I
Commitment to health and safety	E		AF / I
Commitment to attendance at work	E		AF / I
Commitment to undertake relevant professional development and safeguarding training	E		AF / I

Pre-Employment Risk Identification Form (R.I.F.)

This form is provided to potential applicants to so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

Post title	Pastoral Administrator
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A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		Yes	No
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).		X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).		X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).		X
9	Food handling/preparation (of raw or uncooked food only).		X
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).		X

B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by Yes or No.)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		Yes	No
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (<i>e.g. colour blindness</i>).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).		X
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).		X
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	X	
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).		X
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above: none.