



The Warriner Multi Academy Trust



Pastoral Administrator

Job Information	
Reporting to	Admin Manager
Grade	Grade 5 Point 5 (Points 5-7)
Salary	£24,790 per annum FTE Pro rata £8,403
Hours /Weeks	15hrs per week - 3 hours per day, 13.00-16.00pm, Mon-Fri Term Time Only

General information:

To work as part of the administration team, to provide support for all stakeholders, pastoral management, teaching and learning in school. To provide support to the Attendance Officer.

Main duties and responsibilities

General Responsibilities:

- Responsible for all general office enquiries – student, staff, visitors and deliveries
- First aid – first response to medical issues – recording in medical book
- Undertake other reasonable administration tasks as directed

Pastoral Administration:

- Pastoral Administrator supporting the Head of Year
- Maintain student files - as requested by the Head of Year
- Maintain Attendance data - processing absences, first day absence procedures, unexplained absences; resolving missing marks; analysis and other related tasks
- Progress tracking and reporting - the preparation and production of student reports and other related tasks



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- Maintain student personal records, particularly high profile students
- Behaviour management – produce analysis reports for both positive and negative behaviours
- Preparation and despatch of awards certificates and achievement postcards
- Groupcall Messenger - school electronic school to home communication system
- Word Processing - correspondence, reports, any other documents in connection with pastoral and attendance management
- Managing incoming calls and messages, filtering and directing as appropriate
- Trace and locate missing students from classes
- Reception Duties

First Aid Responsibilities:

- First response to first aid requests
- Provide administration support to the medical administrator

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974)



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General Office Administrator: Person Specification

Attributes	Essential	Desirable
<p>Experience and Qualifications</p> <ul style="list-style-type: none"> • Experience of working in a busy environment • Experience of administration and IT • Experience of dealing with Staff, Students and Visitors in person and on the telephone • Ability to use Microsoft Word and Excel • Ability to prioritise workloads • Good organisational skills 	 * * * *	 *
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of SIMs.net (Schools Information Management System) • Knowledge of schools and issues relating to education • An interest in education 		 * * *
<p>Skills</p> <ul style="list-style-type: none"> • Ability to work under pressure • Ability to work accurately and maintain systems • IT applications, Microsoft Word and Excel • Organisational and communication skills 	 * * * *	

