The Warriner Multi Academy Trust

Pastoral Administrator

Job Information	
Reporting to	Admin Manager
Grade	Grade 5 Point 5 (Points 5-7)
Salary	£26,429-£27,275 Pro Rata
Hours /Weeks	30hrs per week Mon-Fri 8.15am-3.15pm (to include 1hr unpaid lunchbreak) 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.

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.

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General Office Administrator: Person Specification

Attributes	Essential	Desirable
Experience and Qualifications		
• 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		*
	*	
Knowledge		
• Knowledge of Go4Schools		*
• Knowledge of schools and issues relating to education		*
• An interest in education		*
Skills		
• Ability to work under pressure	*	
• Ability to work accurately and maintain systems	*	
• IT applications, Microsoft Word and Excel	*	
• Organisational and communication skills	*	

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Personal Qualities		
• A confident, friendly and helpful manner	*	
• An awareness of and commitment to meeting the needs of staff, students and parents	*	
• Ability to deal sympathetically with both students and adults	*	
• Ability to use discretion and have an understanding of the importance of confidentiality	*	
• Good communication skills both verbal and written		
• Ability to work as part of a team and as necessary independently acting on own initiative		
• Ability to work under pressure and remain calm in different situations	*	
• Adaptability and flexibility	*	
	*	
Safeguarding		
• Commitment to safeguarding and promoting the welfare of children and young people	*	
• Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.	*	
• Ability to contribute to a safe, inclusive and respectful environment for children and young people.	*	
• Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.	*	
• Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.	*	

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