



Job Description

Job Title:	Pastoral & Senior Leadership Team Administrator
Location:	West Exe School
Responsible To:	Executive Assistant and Senior Administrator
Salary Grade:	D
Contract:	Permanent Term Time Only

Key Purpose of Job

Providing efficient, effective and professional administrative support

Anticipated Outcomes of Post

A professional effective and efficient service that meets the needs of the School

List Key Duties and accountabilities of the post

1. Provide general day to day administrative and clerical support to the Senior Leadership Team, including the Senior Deputy Headteacher for Personal Development, Behaviour and Attitudes.
2. Provide administrative support to the Personal Development, Behaviour and Attitudes Team.
3. Production of policy documents, letters and reports and other documents which are accurate and professionally presented.
4. Provide administration for fixed term and permanent exclusions, ensuring information that is shared externally meets data protection requirements.
5. Lead on the administration for Year 6 admissions and Year 6 transition, including the maintenance and uploading of information to SIMS, the maintenance of data sheets, liaising with parents where required and ensuring information that is sent out is kept up to date and accurate.
6. Lead on the co-ordination, administration and organisation of the School Census in relation to Behaviour.
7. Provide administrative support for meetings, including the preparation of agendas, and undertaking/producing the minutes of meetings as required.
8. Maintain and update school information, student files, records and databases, ensuring accurate electronic and paper filing of student records
9. Provide other general administration where required.



Whole School Duties As Required

10. Provide cover for Reception.
11. Support invigilation for Examinations.
12. Provide administration for Examinations.
13. Organisation and attendance of Awards Evenings.
14. Organisation and attendance of Parents Evenings.
15. Assist with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes.
16. Accompany teaching staff and students on visits, trips and out of school activities.

All adults in the academy have a statutory responsibility for the welfare and safety of children and young people and will be subject to regular DBS checks.

Supervision / Line Management Responsibilities of the post

1. None

Working Environment & Conditions of the post

1. Normal office environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the school
- c) Maintain positive, professional relationships with students, parents / carers and teachers
- d) maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld;



- e) To participate in induction training, staff review processes and professional development opportunities
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles.
- h) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures.
- j) The post-holder must comply with the School's Health and Safety requirements specifically for the school they are working at
- k) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post



Person Specification

Area	Job requirements	Essential/ Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent level of experience	E	A, C, I
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
B. Experience	Experience of working in a customer facing role	D	A, I
	Administrative experience gained in a busy working environment	D	A, I
C. Knowledge/ Skills	To work under pressure and prioritise workload to meet deadlines	E	A, I
	Ability to remain calm in complex and pressurised situations	E	A, I
	The ability to fulfil all spoken aspects of the role with confidence and fluency in English.	E	A, I
	Good interpersonal skills. Ability to communicate confidently at all levels and develop and maintain effective working relationships	E	A, I
	Good level of written and verbal skills (including an excellent telephone manner)	E	A, I
	Ability to exercise discretion and maintain confidentiality	E	A, I
	Highly developed organisational skills with the ability to multitask. Can work flexibly and on own initiative	E	A, I
	Ability to carry out detailed work whilst maintaining accuracy and attention to detail. Accurate typing skills.	E	A, I
	Good standard of ICT skills, including Microsoft Office applications, in particular Word, Excel, Powerpoint and Outlook	E	A, I
Understanding of Health & Safety procedures, Child Protection issues and the Data Protection Act.	D	A, I	
D. Other Conditions	Must pass relevant safeguarding of children checks	E	C

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - References