

**Job Description: Pastoral Administrator**

<b>Reports to:</b>	Senior Assistant Principal
<b>Start date:</b>	September 2024
<b>Location:</b>	Ark Evelyn Grace Academy, Shakespeare Road, SE24 0QN
<b>Contract:</b>	Permanent
<b>Salary</b>	Scale 5

As our Pastoral Administrator you will play a critical role in ensuring that the Leadership Team and Pastoral team are able to effectively operate and meet the pastoral needs of students more efficiently.

You will work across the academy as required, providing excellent administrative and customer services to a variety of stakeholders, establishing and maintaining efficient administrative systems and processes to support the effective running of pastoral systems and processes. You will work with other members of the administrative team to uphold the vision and ethos of the school at all times, representing the academy in a welcoming, personable, helpful, and professional manner.

The role requires someone who is organised, able to multitask, work flexibly and have a ‘can do’ approach. The role will also involve supporting with general day to day admin tasks which therefore require a good level of IT skills.

**Key Responsibilities**

- Oversee the collation and processing of all exclusions and suspensions across the academy.
- Support the Pastoral Leads and Leadership Team in booking parent meetings in.
- Support with daily attendance, ensuring protocol is followed and ongoing efforts are made to ensure a child regularly attends school.
- Support the co-ordination of attendance meetings with Pastoral Leads and the Leadership Team.
- Support the DSL in the maintenance and monitoring of Child Protection databases, including Child protection and Child In Need plans.
- Support the DSL with safeguarding audits.
- Support the DSL with minutes taking in TAF, TAC and other meetings when required.
- Organisation of ARD day, including parent non-attendance follow up.
- Support with planning new student induction into the academy.

**Administration**

- Liaise with various stakeholders on behalf of the academy leadership team, including, local authority, Ark network, staff, and students.
- Organise and assist with various meetings, visits, and events, including liaising with various internal and external stakeholders, booking rooms, providing refreshments, preparation of materials and resources, communications, minute taking etc.
- Produce and/or design a wide range of communications and materials in line with our brand guidelines and house style to communicate to a variety of stakeholders, utilising Microsoft packages and other key programmes.
- Efficiently manage filing and databases, ensuring full compliance with GDPR and in line with our Data Retention Policy.
- Adopt a business-like office environment, ensuring excellent, consistent administration support and customer service is provided, ‘Our Promise’ is met, good relationships with staff are promoted, and you are consistently role modelling professional behaviour.
- Attend to incoming calls and messages in a professional and efficient manner.

**Other**

- Share best practice with the wider team and approach all tasks with a growth mindset.
- Ensure the working environment is to a professional standard e.g. clear desk policy
- Contribute towards the wider academy objectives and improvements.
- Undertake various ad hoc duties, when required eg first aid, cashless till
- Attend and support out of hours' academy events eg summer fair
- This job description is subject to change with the agreement of the post holder.

**Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Principal.

## **Person Specification: Pastoral Administrator**

### **Qualifications**

- NVQL3 or equivalent desirable
- Right to work in the UK

### **Knowledge, Skills and Experience**

- Experience of running effective administrative systems
- School experience is desirable
- Experience of data entry into databases and other IT systems
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills
- High level of proficiency with Microsoft Office
- Able to build relationships with a range of stakeholders and anticipate others' needs
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Able to take ownership of tasks and work with minimal supervision

### **Personal Characteristics**

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background
- Operates with a spirit of flexibility and optimism
- Helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Solution focused with a can-do attitude

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*