

PASTORAL ADMINISTRATION ASSISTANT

Salary – Level 2
(New SCP 5/6)

PURPOSE OF ROLE

Carrying out all administrative duties to support functioning of the Pastoral Department, under the direction of the Pastoral Manager.

Line Manager: Pastoral Manager

Location: Co-op Academy Grange - Bradford

KEY ACCOUNTABILITIES (and specific duties/ responsibilities)

- General administrative and clerical duties as directed by the Pastoral Team Manager - tasks including but not limited to:
 - First point of contact for everything relating to the pastoral work of the school.
 - All administration tasks relating to calls around students being from lessons, detentions, behaviour etc ensuring effective communication, recording and reporting.
 - Input of relevant data onto relevant systems (e.g. Progresso; schools online records system or any other pastoral support data).
- Support with the supervision of potentially challenging students and their behaviour in the Pastoral Department Office area.
- Completing administrative work accurately and in a timely way, paying attention to detail.
- Being an effective member of the Pastoral Support Department contributing to overall school improvement.

GENERAL

- Contribute to Campus life and the overall vision, values and guiding principles of the Co-op Academy Trust
- Attend and participate in training events and participate in project teams.
- Attend, lead and participate in regular meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.
- To model professional behaviour and attitudes around the school to ensure the highest standard of appearance and conduct are met.