

**Pastoral Support Administrator**





Pastoral Support Administrator

grade D SCP 6-11 (fte equivalent salary between

(£19,698-£21,748)   
***(THE PRO-RATA SALARY WOULD BE BETWEEN £17,226-£19,019   
DEPENDING ON CONTINUOUS SERVICE)***

*HOURS: 37 HRS/WEEK (TERM TIME +2 WEEKS)*

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This is an exciting opportunity for the successful candidate to provide efficient and effective administrative and organisational support to the Office Manager and Attendance Manager.

Responsibilities include:

* Updating EHAs and maintaining spreadsheets
* Ensure EHAs are sent to Child Index
* Issuing Leadership & Pastoral detentions on SIMs and notifying parent by texting via Schoolcomms.
* Check reports from Schoolcomms to ensure parents receive text and emails
* Provide proof of attendance letter for parents
* Run behaviour reports from SIMS and liaise with Head of Year
* Point of contact for students at Student Services
* Supporting the Office Manager in updating student details in SIMS
* Supporting the Office Manager in the 6th Form enrolment process
* Provide cover on the main reception when necessary

We are looking for someone who can demonstrate:

* Effective use of specialist ICT packages including MIS, Microsoft (SIMs is desirable, but not essential)
* Excellent administrative skills
* Customer service skills
* Advanced ICT skills
* Ability to relate well to children and adults
* Good interpersonal skills
* Excellent numeracy and literacy

It is important that all staff in our school understand and are aligned to our Salesian ethos, which is rooted in Respect, Understanding, Affection and Humour. We offer a pleasant, supportive working environment, a forward thinking and outward looking leadership team and a real commitment to continuous professional development.

If you possess the drive, energy, passion and ambition needed to be successful in this role then we would very much like to hear from you.

**Closing date: 12noon Monday 19th April 2021**

**Interviews: Friday 23rd April 2021**

Application forms can be downloaded from the school website **www.thornleigh.bolton.sch.uk**Completed applications should be emailed to **recruitment@thornleigh.bolton.sch.uk**

**Closing date for applications:**

**Interview date:**

**The job pack and application form can be downloaded from the school website at** [**www.thornleigh.bolton.sch.uk**](http://www.thornleigh.bolton.sch.uk)

**Please return completed application forms to** [**recruitment@thornleigh.bolton.sch.uk**](mailto:recruitment@thornleigh.bolton.sch.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check

**JOB DESCRIPTION**

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| **School** | THORNLEIGH SALESIAN COLLEGE |
| **Job Title** | PASTORAL SUPPORT administrator FOR aTTENDANCE & cgs (Care,Guidance & support) |
| **Post Holder** |  |
| **Grade** | Grade d – 37 hours – TTO + 10 days |
| **Primary Purpose of the Job** | To provide effective Attendance and administrative/organisational support as agreedunder the guidance of the Office Manager & Attendance Manager to undertake administrative duties as directed. |
| **Responsible to** | Office Manager |
| **Responsible for** | n/a |
| **Principal Responsibilities** | Effective operational support to the school using appropriate procedures, systems and administration under the direction of the Office Manager & Attendance Manager |

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| **PASTORAL MAIN DUTIES**  **To undertake administrative procedures including the following main areas:**  **Pastoral**   * Update EHAs and maintain spreadsheets * Ensure EHAs are sent to Child Index * Issuing Leadership & Pastoral detentions on SIMS and notifying parent by texting via Schoolcomms. * Check reports from Schoolcomms to ensure parents receive text and emails * Provide proof of attendance letter for parents * Run behaviour reports from SIMS and liaise with Head of Year * Point of contact for students at Student Services   **Bullying / Racial Incidents**   * Check SIMs for Bullying / Racial incidents to ensure that the appropriate forms are completed by staff and racial incidents are submitted to Local Authority.   **New Year 7 Intake & 6th Form Admissions**   * Support the Office Manager in updating student details in SIMs * Support the Office Manager in the 6th Form enrolment process   **General Administration**   * Provide administrative support as directed by Office Manager * Provide reception cover during lunch and after school | |
| **ATTENDANCE MAIN DUTIES**  **To support the Attendance Manager in the daily administration of student attendance.**   * To access the attendance mailbox and update students attendance via SIMs. * Check Schoolcomms Inventory and update SIMs with student lates, medical & other appointments. * Liaise with Student Progress Coordinators regarding their year groups’ attendance. * To notify parents via Schoolcomms if their child has not arrived in school. * Send staff missing register notification and check that all registers have been completed at the end the school day. * To create mail merges for parent holiday requests, medical evidence letters and staged response. | |
|  | **Resources** |
|  | To be competence in Microsoft packages. SIMS (Desirable) |
|  | Provide general information to staff, students and others if and when required. |
|  | **Responsibilities** |
|  | Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
|  | Contribute to the overall ethos/work/aims of the school |
|  | Appreciate and support the role of other professionals |
|  | Attend and participate in relevant meetings as required |
|  | The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. |

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| **Date Job Description prepared/updated** | March 2021 |
| **Job Description prepared by** | Sharon O’Brien |

**PERSON SPECIFICATION**

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| **School** | Thornleigh Salesian College |
| **Job Title** | PASTORAL SUPPORT Administrator |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.2 | Effective use of specialist ICT packages including MIS, Microsoft Office | Application Form/Interview |
| 1.3 | Full working knowledge of relevant policies/codes of practice/legislation | Application Form/Interview |
| 1.4 | Advanced ICT skills | Application Form/Interview |
| 1.5 | Excellent administrative skills |  |
| 1.6 | Ability to self-evaluate learning needs and actively seek learning opportunities | Application Form/Interview |
| 1.7 | Ability to relate well to children and adults | Application Form/Interview |
| 1.8 | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Application Form/Interview |
| 1.9 | Ability to persuade, motivate, negotiate and influence | Application Form/Interview |
| 1.10 | To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes | Application Form/Interview |
| 1.11 | **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application Form/Interview |
| 1.12 | **Valuing Diversity -** Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
| 1.13 | **Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Application Form/Interview |

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| **2. Experience/Qualifications/Training** | | |
| 2.1 | Excellent numeracy/literacy and proof reading skills | Application Form |
| 2.2 | Willingness to participate in relevant training and development opportunities | Application Form/Interview |
| **3. Work Related Circumstances – Professional Values & Practices** | | |
| 3.1 | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form & Interview |
| 3.2 | Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | Application Form & Interview |
| 3.3 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work | Application Form & Interview |
| 3.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form & Interview |
| 3.5 | Able to liaise sensitively and effectively with parents and carers recognising their role in student learning | Application Form & Interview |
| 3.6 | Able to improve their own practice through observations, evaluations and discussion with colleagues | Application Form & Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **ADDITIONAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | Previous experience of working within a school office environment. | Application Form/Interview |
| 1.2 | Previous experience of SIMS packages | Application Form/Interview |

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| **2. Experience/Qualifications/Training etc** | | | |
| 2.1 | NVQ Level 3 or equivalent qualification or substantial experience in relevant discipline (desirable) | | Application Form/Interview |
| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** | | | |
| **Date Person Specification prepared/updated** | | March 2021 | |
| **Person Specification prepared by** | | Sharon O’Brien | |