



ST ALBAN'S CATHOLIC HIGH SCHOOL

PASTORAL ADMINISTRATOR

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

Grade Grade 2, Point 3, (£22,738 FTE once the pay award for April 2023 has been approved and backdated) pro-rata for 27.5 hours per week, 39 weeks per year, (term time plus 1 week).

Hours 9AM to 3PM each day, with a 30 minute unpaid lunch break.

Job Purpose To provide effective and efficient general administrative support to the Safeguarding and SEND team function within the School.

Reports to Safeguarding Lead and SENCO

Job role:

- To provide general administrative support, including effective use of Microsoft Office programmes to ensure the accurate productions of documents and letters.
- To enter data into SIMS/Classcharts/Provision Map.
- To provide administrative support to the detention systems.
- To answer the telephone, take and distribute messages as appropriate.
- To attend meetings as required and take minutes.
- To file and organise paperwork, printing and photocopying.
- To undertake booking of meetings for staff and students.
- To work with the School and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and School ethos.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and Experience		
Level 4 or above pass in English GCSE (or equivalent)	✓	
Level 4 or above pass in Maths GCSE (or equivalent)	✓	
Knowledge of general school policies and procedures		✓
Good reading, writing, grammar and punctuation skills	✓	
Ability to use Microsoft Office and other IT applications	✓	
Ability to complete timely, detailed reports, forms and letters	✓	
Knowledge of SIMS / Class Charts		✓
Personal Qualities		
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Able to follow instructions effectively	✓	
Ability to work accurately and with attention to detail	✓	
Ability to work on own or with other adults in the school	✓	
Be a role model	✓	
Able to consult with colleagues in an effective way	✓	
Skills and Abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Able to manage own time effectively	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety and impact of own actions	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand the role of others working in and with the school		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	