

*The essence of the work of the Foundation is a commitment to facilitate personal and educational growth and development in the children and young people for whom we care.*

**JOB DESCRIPTION**

**Post**:- Pastoral Support/ Administrative assistant

**Responsible to**:- Head of Primary

**Salary**:- £16,000 - £19,000

**Pastoral** To deal with attendance, behavioural, pastoral and welfare issues and be

responsible for the induction of new referrals. To work undertake relevant tasks

delegated by senior pastoral lead.

**Behaviour Support Responsibilities**:

1. To promote positive behaviour throughout the Caldecott Foundation School
2. To meet and greet students to ensure a positive start to the day.
3. To deal with incidents throughout the day as necessary and record appropriately.

**Pastoral/Welfare Support Responsibilities:**

1. To mentor, counsel and support students as appropriate
2. To manage the morning routine for students on arrival at school
3. To adhere to all Caldecott School Policies, including physical restraint.

**General Duties**

1. To undertake any reasonable duties as requested by the Pastoral manager

**Administrative**

**Assistant** The administrative assistant is responsible for supporting with the

administrative, and organisational processes within the school. They will also act as

the initial point of contact for parents, visitors and other stakeholders so will be an ambassador

for the school and embody the value, vision and ethos of the school in all interactions.

**General Administration**

1. Update manual and computerised record/information systems.
2. Update and maintain the school calendar
3. Manage and organise completed forms from parents
4. Report any issues with the school’s IT systems, liaise with maintenance.
5. Organise and distribute incoming and outgoing post, deliveries and packages.
6. Provide administrative support to staff as needed.
7. Order, monitor and manage stock, ensuring best value following the school’s purchasing processes.
8. Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary.
9. Assist with organising parents invites to events and other meetings, including the organisation of rooms and equipment, and providing refreshments as required.
10. Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
11. Book and check agency staff as requested by SLT.

Attendance administration

1. Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
2. Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.

**Reception**

1. Act as the first point of contact for parents and visitors arriving at the school
2. Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
3. Seek support from other colleagues where necessary to respond to complex enquiries
4. Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
5. Assist staff and pupils with the information and support they need

Security

1. Control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
2. Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures

Written communication

1. Write and send email responses that are professional and uphold the school’s vision and values
2. Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to

parents, staff and other stakeholders

1. Assist with marketing and promoting the school

# Other areas of responsibility

1. Read and follow the relevant school policies
2. Undertake training required to develop in the role
3. Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy
4. Contribute to the safety of children and young people and protect them from harm

**This job description will be supplemented by annual target based outcomes which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.**