

## **The Axholme Academy**

### **Pastoral Administrator**

Grade 3 - Scp 1

(Full time equivalent salary - £17,364)

**20 hours per week**

**(Term time only - £7753 pa. actual salary)**

Principal – Mr Damien Keogh

An 11-16 academy

NOR: 545

Wharf Road, Crowle, North Lincolnshire, DN17 4HU

Tel. 01724 710368

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**Website - [www.theaxholmeacademy.com](http://www.theaxholmeacademy.com)**

The Axholme Academy is a small and friendly secondary school where we know our students well and effective pastoral support is a real strength. The school is very successful demonstrated by the outstanding progress that our students make.

The successful candidate will provide pastoral admin support for the academy working closely with and supported by a team of teacher and support staff.

In order to make an application please visit the vacancies section of our website [www.theaxholmeacademy.com](http://www.theaxholmeacademy.com) where you will also find further information about the academy. Completed applications should be returned to [sleggott@theaxholmeacademy.com](mailto:sleggott@theaxholmeacademy.com) or by post for the attention of the School Business Manager. Visits to the academy are actively encouraged. Please call to arrange.

The Axholme Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex offenders and Disclosure and Barring procedure can be accessed at [www.northlincs.gov.uk/northlincs/jobsandcareers](http://www.northlincs.gov.uk/northlincs/jobsandcareers)

Closing date: **12pm Wednesday 8<sup>th</sup> January 2020**

Potential Interview date: **Monday 13<sup>th</sup> January 2020**

<b>Job Description</b>	
<p><b><u>Job Title:</u></b> Pastoral administrative assistant</p> <p><b><u>SCP:</u></b> 1-3</p>	
<p><b><u>Overall Purpose of Job:</u></b> To participate in the secretarial/administrative function in the academy.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <p>Provides secretarial and administrative services for the pastoral department including:</p> <ul style="list-style-type: none"> <li>• Word processing of letters, memoranda, school diaries, minutes and reports including, where appropriate, the use of audio typing systems.</li> <li>• Answer routine enquiries from staff, students, parents and external agencies (via e-mail and letters).</li> <li>• Files, updates and retrieves information manually and electronically.</li> <li>• Prepares and answers routine correspondence.</li> <li>• Assists with the maintenance and updating of student data using SIMS.</li> <li>• Collates, prepares and distributes the necessary information for governors and staff for governor review panel meetings once a half term.</li> <li>• Distributes pastoral paperwork (e.g. period 6 &amp; detention slips, reports, behaviour contracts for form tutors and round robins).</li> <li>• Completes parts of PEP's and/or other LAC paperwork, as instructed by the relevant delegated teacher.</li> <li>• Communicate with parents to set up meetings for behaviour points and reports.</li> <li>• Implement, manage and maintain the pastoral tracker so it is up to date and communicate to staff the next level of intervention required for a student.</li> <li>• To oversee the inclusion room as directed.</li> <li>• Attend pastoral meetings as directed.</li> <li>• Manage the lateness reports and inform form tutors which students are on report and place them on an after-school detention.</li> <li>• Produce the end of half-term and end of term rewards certificates for assemblies.</li> <li>• To co-ordinate the production and distribution of StAR certificates.</li> </ul>	
<p><b><u>Knowledge, Skill and Experience Required:</u></b></p> <ul style="list-style-type: none"> <li>• Computer literacy including word processing and spreadsheet applications</li> <li>• Interpersonal and team working skills</li> <li>• Ability to communicate effectively at all levels, both orally and in writing</li> <li>• Ability to provide accurate statistical information</li> <li>• Time management and organisational skills</li> <li>• Literacy and numeracy skills</li> </ul>	

**Creativity and Innovation:**

- Communicates effectively with the pastoral team and other members of staff whenever the need arises and recognises the need
- Communicate effectively with parents and external agencies, welcomes them and is responsive to their needs
- Uses initiative as well as recognised procedures to cope with all kinds of problems that may arise

**Decision Making:**

- Decision making responsibilities as directed by the Assistant Principal (Behaviour and Inclusion) and the Head of Pastoral Care; these have an impact on the operational efficiency of the administrative function
- Responds appropriately to students' attempts to communicate needs
- Communicates information effectively to teachers, other professionals and parents whenever the need arises

Recognises when it is necessary to make adjustments to planned activities in order to ensure efficient administration, without immediate reference to the line manager

**Contacts and Relationships:**

- Parents, staff, students and other external agencies involved with the academy to give and receive information and deal with routine pastoral enquiries, ensuring anything is passed on immediately to heads of year when it is about behaviour and attendance.

**WORK ENVIRONMENT**

**Work Demands:**

- Interruption to duties to answer queries from all academy employees are a feature, as are constant interruptions from telephone calls. Interruptions are also encountered from students and external visitors

The job has a constant predictable workload with daily, weekly, monthly, and yearly routines

**Physical Demands:**

- The postholder will be required to carry out tasks with normal physical effort

**Working Conditions:**

- The post holder will be based in a well-lit and ventilated academy environment

**Work Context:**

- Lone working during academy holidays/out of hours, when there is only the premises supervisor on site.
- Work involves interacting with the community, staff, students, parents and other relevant agencies to The Axholme Academy, which may involve complex, sensitive and confidential issues and can on occasions be confrontational

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

**POST TITLE**
**Pastoral Admin Assistant**
**HOURS PER WEEK**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW MEASURED</b>
<b>EXPERIENCE</b>	<p>Experience of working in a school or busy office environment</p> <p>Experience of working with a variety of Databases</p> <p>Proven track record of organisational ability</p> <p>Experience of working accurately to tight deadlines</p>	<p>Experience of working with SIMS</p>	<p>Application form/Interview</p>
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	<p>Good literacy and numeracy skills</p> <p>Willingness to undergo further specific training</p>	<p>Grade C or above in English and Maths</p>	<p>Application form/Interview</p>
<b>SKILLS AND KNOWLEDGE</b>	<p>Excellent organisational skills</p> <p>Ability to communicate effectively in a variety of situations</p> <p>Knowledge of the Data Protection Act</p>	<p>An understanding of the education system and outside agencies</p> <p>Problem solving skills</p>	<p>Application form/Interview</p>

<b>PERSONAL QUALITIES</b>	Ability to prioritise and work under pressure Enthusiastic and committed High level of confidentiality and ability to deal with issues discreetly Self motivated and able to work on own initiative Dependable Able to meet deadlines Flexible attitude to work		Application form/Interview
<b>WORKING ARRANGEMENTS</b>	Flexible approach to work Occasionally required to work outside normal office hours Extended periods of computer based work		Interview

THE POST IS SUBJECT TO:DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
- STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**

Completed by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_