

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Behaviour & Pastoral Administrator	Location	Lynn Grove Academy
Salary	NJC point 6 £25,989 (FTE), Actual £13,942	Hours	22.5 hours, 40 weeks.
Department	Administration	Reports To	Vice Principal Inclusion / Senior Leadership Team

JOB PURPOSE:

To provide high-quality administrative support to the Behaviour and Pastoral teams and Senior Leadership Team. The role focuses on the effective management, tracking, and analysis of behaviour data, alongside supporting key pastoral processes such as suspensions, permanent exclusions, and communication with parents.

KEY RESPONSIBILITIES AND DUTIES:

Data Management and Reporting

- Produce accurate and timely reports on behaviour data, including lesson removals, suspensions, and other sanctions.
- Maintain and update tracking systems to monitor behaviour trends and patterns across the school.
- Analyse data to identify trends, emerging issues, and areas for intervention, reporting findings to the pastoral team and senior leaders.
- Ensure all data is recorded accurately and in line with school policies and statutory requirements.
- Regularly use the Arbor Management Information System (MIS) to input, extract, and manage data efficiently.

Administrative Support

- Provide administrative assistance to the Behaviour and Pastoral teams and Senior Leadership Team.
- Prepare documentation and reports for internal meetings, governors, and leadership reviews.
- Maintain organised and up-to-date student records relating to behaviour and pastoral incidents.
- Support with general administrative tasks such as filing, scheduling, and communication.

Behaviour and Safeguarding Processes

- Support the preparation and coordination of suspension paperwork, ensuring all documentation is accurate and compliant with statutory guidance.
- Assist in producing letters to parents/carers regarding suspensions, behaviour concerns, and pastoral matters.
- Support the administration of permanent exclusion processes, including preparing required documentation for governors and external agencies.
- Assist with governors' warning processes and associated administration.

Communication

- Act as a professional point of contact for parents, carers, and external stakeholders regarding behaviour and pastoral matters.

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- Ensure written communications is clear, accurate, and compliant with school standards.
- Liaise effectively with teaching staff, pastoral leaders, and senior staff to ensure consistency in information sharing.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths, minimum Grade 3 or equivalent. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience in an administrative role, ideally within an educational setting. 	<ul style="list-style-type: none"> • Previous experience supporting behaviour, pastoral, or safeguarding teams. • Experience preparing reports for senior leaders or governors.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Proficiency in using Management Information Systems (preferably Arbor) or the ability to quickly learn new systems. • Ability to handle sensitive and confidential information with discretion. 	<ul style="list-style-type: none"> • Familiarity with school behaviour policies and statutory processes relating to suspensions and exclusions.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong data handling and analytical skills, with the ability to identify patterns and trends. • Excellent organisational skills and attention to detail. • Strong written and verbal communication skills. • Good IT skills, including Microsoft Office (Excel, Word, Outlook). • Professional, reliable, and highly organised. • Able to work independently and as part of a team. • Proactive with a problem-solving approach. • Calm and resilient when working in a fast-paced school environment. • Committed to supporting the school's ethos and values. 	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by:	

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	<ul style="list-style-type: none">• Empowering Ambition: Supporting personal growth, innovation and high performance.• Championing Equity: Promoting fairness, inclusion and high expectations for every student.• Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.