



North Bromsgrove High School
nbhs-recruitment@northbromsgrove.worcs.sch.uk

JOB DESCRIPTION

Job Title: General Administrator - Pastoral and Medical Focus

Accountable to: SENDCo- Assistant Headteacher

Main purpose of the role:

To provide effective administrative support to the Pastoral team, by producing and analysing trends in behaviour and by coordinating information between school, parents, and outside agencies. Ensuring school systems are maintained and any changes are identified to improve efficiency.

Responsibilities:

- To ensure all student information regarding behaviour, safeguarding, emotional wellbeing, medical needs and pastoral care is appropriately recorded and shared.
- To maintain student behaviour records on school MIS, ensuring information is complete and ensuring reintegration meetings are arranged as requested.
- To provide students with information, guidance, and signposting for emotional needs and pastoral care as needed.
- To provide daily, weekly and termly behaviour reports from the school MIS, in various formats as requested.
- To contact outside agencies, make referrals and attend associated meetings as requested.
- To contact parents as requested and be a contact for parents as needed for medical needs.
- To provide administrative support to pastoral teams, including student filing, attendance and behaviour letters, offer letters and communications as requested.
- To attend and contribute positively to pastoral meetings.
- To be on call for First Aid
- To provide supplementary administrative support in the main school office as required.
- To liaise with Vaccination UK to organise vaccination days.
- To triage students who persistently go home ill.
- To create provision maps, medical plans, risk assessments and update MIS with any changes.
- To ensure all first aid equipment is stocked, organised and in date. This includes all first aid bags and forms required for first aid.
- To ensure all medication for students is stored and recorded effectively.
- Ensure all school trips have care plans if needed and fully equipped First aid bags.

Professional Standards and Development:

- To respect the confidential nature of information in relation to the school and students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety



- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings.
- To participate in INSET where appropriate and staff training on matters related to student needs or matters appropriate to school.
- Be a role model to students through personal presentation and professional conduct.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Attendance and Safeguarding.
- Establish effective working relationships with professional colleagues and associate staff.

PERSON SPECIFICATION

| Training Qualifications And Experience | |
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| Essential | Desirable |
| English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework. Good ICT skills to include Word, EXCEL, mail merge and Other Microsoft software. Knowledge of the key factors affecting the way young people behave. | Experience working in a school. Use of School MIS – SIMS/ClassCharts/My Concern |
| Professional Knowledge And Understanding | |
| Essential | Desirable |
| Excellent communication skills, both verbal and written. Good time management. Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving. | Experience of working in a school environment. |
| Abilities And Skills | |
| Essential | Desirable |
| Good ICT skills to include Word, EXCEL, mail merge and Other Microsoft software. Teamwork – proven experience of effective team and independent working. Emotional resilience in working with challenging behaviours and attitudes. Understanding barriers of learning and a commitment to enabling young people to access education. | Willingness to work flexibly if required. Ability to implement early help strategies to prevent the need for escalation Ability to monitor the students' response to intervention. |



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| Ability to work within and apply all school policies e.g. behaviour management, safeguarding, health and safety, equal opportunities. | |
| Personal Qualities | |
| Essential | Desirable |
| Ability to form and maintain appropriate relationships and personal boundaries. | Desire for further career progression |
| Motivation to work with children. | |
| A commitment to improving student outcomes | |
| Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge | |
| Self- motivated and seizes the initiative | |
| Clear vision and moral purpose | |
| A commitment to own professional development and that of the whole staff | |
| A positive and resilient individual with drive, integrity, and a cheerful disposition | |
| Ambitious and diligent professional who can motivate and inspire others | |
| Approachable, able to listen and reflect on the needs of the stakeholders | |
| Ability to actively 'live out' our school CARE values and ethos | |
| Commitment to safeguarding and promoting the welfare of children and young people | |
| The post holder will require an enhanced DBS | |