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| **College:** | De Lisle College |
| **Job Title:** | **Admin Assistant (Pastoral base)** |
| **Grade:** | Band 3 point 6 |
| **Hours:** | 37 hours per week, term time |
| **Responsible To:** | Headteacher  |
| **Key Relationships/****Liaison with:** | Students, Heads of Year, Form Tutors, Attendance Officer, other college staff |
| **Job Purpose:** | As part of the Pastoral Student Support Team, you will support the Heads of Year in providing a comprehensive administrative support service. |

**MAIN DUTIES AND RESPONSIBILITIES:*** Make phone calls to parents/carers for detentions
* Provide administrative support for logging detentions on Go4Schools
* Inform students of detentions daily
* Provide daily reminders for colleagues on detention duty
* Provide admin support for college detention system
* Provide administrative support for the organisation of Post 16 days for poor behaviour including lesson locations and appropriate work
* Collect and provide work for BIU/excluded students
* Create daily/weekly behaviour logs for each form group
* Provide support in the BIU when required
* Manage and log mobile phone confiscations
* Enter recorded ‘late arrivals’ onto system and provide admin support for sanctions
* Assist in the organisation of vaccinations and yearly photos
* Provide administrative support for ‘Hall of Fame’ and praise point rewards scheme
* Manage house point league table
* Provide administrative support for parents evenings, collect and log data onto Go4Schools for attendance at parents evenings and other information evenings
* Communicate with parents via telephone or e-mail when necessary
* General pastoral duties as required. A degree of flexibility is required
* Provide administrative support for other areas of the college office when required

**Requirements** **Desired skills*** Good communication skills
* Organised

**Personal qualities*** Flexible
* Willing to learn
* Confident
* Polite and well mannered
* Professional
* Personable and friendly
* Be able to work under pressure
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**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

(a) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required

(b) Expenses will be paid in accordance with the Local Conditions of Service

(c) Work to promote and apply the colleges Safeguarding and Child Protection policy and practices

 (d) Work to promote and apply the colleges Equality and Diversity policy and practices

 (e) The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate

 (f) The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty

 (g) The post holder may be required to provide assistance with the invigilation of examinations

 (h) As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students

 (i) The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school policies and procedures including Health and Safety

 (j) The post holder may be required to be an appointed person for first aid and medical duties

 (k) The post holder may be required to accompany and supervise students on educational visits

 (l) As a member of staff in a school setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

 (m) The post holder will be required to undertake general administrative tasks as required

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**