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**Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.**

Signed .....

Name .....  
(in capitals)

Date .....

**Post Title:** Pastoral and Attendance Administrator

**Grade:** Bucks Pay Range 3 pro rata (actual salary from £18,567 - £20,084 pa;  
£23,152 - £25,043 full-time equivalent)

**Hours:** 35 hours per week over 5 days (8.00am to 3.30pm including a half hour  
unpaid break), 39 weeks per year (38 weeks term-time plus five Inset days)

**Responsible to:** Assistant Headteacher - Student Character

**Job Purpose:** To provide general administrative support for the Pastoral Team which  
ensures that systems and processes are managed effectively and that all  
procedures are conducted within the framework of the school's ethos.

**To work as a member of the school's Administration Team in accordance with the following:**

**Duties and Responsibilities:**

1. Be the first point of contact for student absence, queries or those waiting for a Head of Year.
2. Support students by issuing late for lesson passes, equipment for learning, uniform and timetables.

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**The Cottesloe School**  
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Headteacher Mr S Jones, MA

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3. Liaise with the pastoral departments within school including Team Hub, Heads of Year and the SEND Administrator.
4. Support the Pastoral team in investigating incidents.
5. Support students to reflect on behaviour and impact such behaviour has on others, learning and progress.
6. Complete Pastoral Support Plans and exclusion paperwork.
7. Support vulnerable pupils by monitoring the attendance watch list.
8. Report generation for Heads of Year on attendance, behaviour and punctuality
9. Collating information, data and producing resources (assemblies, celebration events, work experience, careers advice, etc).
10. Responsible for the accurate recording of all student absence on SIMS/ Go4Schools.
11. Responsible for the accurate recording of all student late arrivals.
12. Record all student appointments and supervise the signing out/in.
13. Operate the first day system for following up unexplained absence for students.
14. Monitor all registers and ensure all are completed within the first 10 minutes of any lesson.
15. Follow up any N marks, identify reasons and complete registers.
16. Produce daily reports by the end of Period 5 for circulation.
17. Support the Heads of Year, Form Tutors and SEND Administrator with curriculum reviews.
18. In an emergency print out and collect any fire or evacuation data ready for the emergency services.
19. Act as Second in First Aid and cover for support staff as required.
20. To provide general administrative support to include emailing, filing, photocopying and word processing.
21. Attend any courses required to fulfil responsibilities.
22. Be aware of and comply with, policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in line with school policies and procedures.
23. Contribute to the ethos/work/aims of the school.
24. Undertake such other duties/responsibilities as may from time to time be reasonably required.

**Support members of the Administration Team by:**

- Maintaining accurate and up-to-date student records using the school's student database and filing systems.

**Being committed to one's own professional development, undertaking such training as is needed to perform the post effectively.**

### **PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form   2 = Interview   3 = Test and/or Reference   4 = Proof of qualification

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured</b>
<b>TRAINING/QUALIFICATIONS:</b>			
Good standard of education, up to A level or equivalent.	✓		1, 3, 4
First Aid at Work qualification, or willingness to complete upon appointment	✓		1, 3, 4
Use of SIMS database		✓	1, 2, 3
High standard of written and spoken English	✓		1, 2, 3
Knowledge of Word, Excel, Publisher, Outlook, including mailmerge	✓		1, 2, 3
Data processing	✓		1, 2, 3
<b>SKILLS AND COMPETENCIES:</b>			
Ability to recognise the need for and maintain a high degree of confidentiality	✓		1, 2, 3
Proactive, professional and friendly manner	✓		1, 2, 3
Ability to work as part of a team	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Ability to work to deadlines	✓		1, 2, 3
Ability to work calmly under pressure	✓		1, 2, 3
Attention to detail	✓		1, 2, 3
<b>EXPERIENCE:</b>			
Working with young people and their parents/carers	✓		1, 2, 3
Working in an administrative role in a busy office	✓		1, 2, 3
Setting up and maintaining filing systems	✓		1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, identity, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.