

Job Title: Pastoral Support Administrative Assistant	Pay Scale: PPS 4
Normal Place of Work: The Priory Ruskin Academy	Line Manager: Attendance Manager
Role Summary: To support the pastoral welfare of all students and to support pastoral staff in administering pastoral care, in particular first aid. To provide administrative support for the administrative functions of the Pastoral department, including Student Reception, as well as the main administrative team, including reception duties and cover, as required.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Assisting with the provision of Student Reception, including receiving, signing in and dealing with, escorting or directing students, parents and other visitors, as appropriate.
2. Administering first aid to students and staff in the academy, as required.
3. Maintaining accurate record keeping of first aid incidents in the first aid log and ensuring all first aid logs are up to date in other areas of the academy.
4. Being responsible for ordering first aid stock and replenishing first aid boxes around the academy and for trips, including placing orders for first aid stock and ensuring all first aid boxes are fully stocked.
5. Liaising with parents regarding any matters relating to first aid. Contacting parents following a first aid incident and informing parents if students need to be collected.
6. Accompanying pastoral staff on home visits, as and when required, to ensure safeguarding procedures are followed.
7. Assisting the Attendance Manager in all matters of attendance including first day calls, text messages etc and ensuring registers are completed on a daily basis, as required.
8. Assisting with the day to day running of the online payment and cashless catering systems at the academy.
9. Operating the academy's main switchboard, transferring calls, taking and delivering messages and general reception duties, if required, and providing cover on main reception during academy holidays, if required.
10. Providing clerical and general support to the academy's administrative function including photocopying, filing, producing letters etc. Receive, store and communicate information, both written and verbally, using various IT and Trust systems.

11. Supporting the organisation of academy events, including open evenings and parent evenings, trips etc.
12. Providing administrative support to the wider admin team, as required.
13. Preparing refreshments for visitors, as required.
14. To undergo training, as and when required, to support elements of the job.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated.....

Please sign and return one copy of the Job Description

Person Specification –Pastoral Support Admin Assistant

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	First aid at Work qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Recent and relevant experience of working in an administration/office environment	X		AF/IV
6.	Experience of working in a customer service environment		X	AF/IV
7.	Experience of working in an education setting		X	AF/IV
8.	High standards of accuracy, attention to detail and accurate record keeping	X		AF/IV
9.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
10	Ability to work with all confidential and sensitive data			AF/IV
	SKILLS AND ABILITIES			
11.	Excellent oral and communication skills	X		AF/IV
12.	Ability to work on own initiative and as part of a team	X		AF/IV
13.	Good planning and organisational skills	X		AF/IV
14.	Ability to use IT at a level commensurate with job role	X		AF/IV
15.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
16.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		IV/R
17.	Must accept and actively support the Trust's agreed values.	X		IV/R
18.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

R = Skills assessed via References

IV = Skill assessed via interview

Cert = Certificate checked at interview