

Kesteven & Grantham Girls' School
Pastoral Support Assistant
JOB DESCRIPTION

JOB TITLE	Pastoral Support Assistant
REPORTS TO	Deputy Headteacher
GRADE	G4.9 – G4.12
1	PURPOSE OF JOB • To assist the pastoral administration team in the provision of clerical and administrative duties. • To look after sick students and make decisions with parents as to whether to send a student home owing to illness. • To administer first aid to students and staff and maintain a first aid qualification. • To be aware of safeguarding issues. • To talk to parents and problem solve on their behalf in relation to student issues. • To help and support the Heads of Year, the Deputy Headteacher and the Headteacher.
2	MAIN RESPONSIBILITIES, TASKS AND DUTIES i To provide comprehensive administrative support, including filing, word processing and data inputting for the pastoral team. ii To process stationery orders, receive incoming goods and check against orders as required. iii To assist with the arrangement of routine 'in-school' activities such as school photographs, Information Evenings, Consultation Evenings, school nurse vaccinations, Y7 Induction Days, and individual appointments for students with external agencies e.g. CAMHs, Young Carers, etc. iv To assist with the administration of school trips and to organise work placements for Y8 students' 'Take your daughters to work day'. v To check inputting of data for progress reports and assist with the quality assurance of these reports. vi To be responsible for organising many aspects of the Year 7-13 awards ceremonies, including liaising with subject teaching staff over allocation of awards i.e. subject badge awards, Y10 and Y11 effort badges and GCSE & A Level presentations. vii To maintain such records as may be required, including those for admissions and leavers. viii To liaise with parents regarding issues relating to individual students. ix To ensure the office is kept tidy and confidentiality is maintained. x To provide care and undertake responsibility for sick students and to liaise with parents. xi To prepare guidance teaching resources for Key Stages 3, 4 & 5 xii To maintain all first aid equipment in school. xiii To complete the appropriate training in first aid and to keep up to date with this qualification, to undertake the duties of a first aider in school.

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xiv	To arrange the administrative side of 11+ testing, both in September each year and any in year testing.
3.	MANAGEMENT OF PEOPLE None. SUPERVISION OF PEOPLE To assist in the day-to-day supervision of students in the care of the Pastoral Team in the Pastoral Area.
4.	CREATIVITY AND INNOVATION • Creativity and innovation will be required to carry out tasks such as organising whole school events and developing spreadsheets for data input and analysis. • Problem solving for parents and students.
5.	CONTACTS AND RELATIONSHIPS • Day to day contacts with parents/carers, staff and external bodies on a variety of matters not just routine. • Direct daily contact with students. • Direct daily contact with Deputy Headteacher and Heads of Year.
6.	DECISIONS
	Discretion – • Work is carried out within clearly defined policies and procedures; advice can be sought from line manager. • To make decisions with parents as to whether to send a student home owing to illness.
	Consequences – • Impact on school administrative processes, which is likely to be easily identified and remedied. • Impact on Pastoral Team if wrong decisions are made, particularly if relation to correspondence with parents.
7.	RESOURCES • To use general office equipment needed to carry out tasks, such as PC. • First aid supplies are managed by the post holder.
8.	WORK ENVIRONMENT
	a) Work Demands This role will be subject to many conflicting priorities which may cause significant changes and interruption of day-to-day tasks.
	b) Physical Demands General office work may involve long periods of working at a computer. Occasional bending, lifting, pushing and carrying heavy objects will be required.
	c) Working Conditions Work will be carried out in a well-lit/ventilated office environment.
	d) Work Context Contact with parents, students, staff and external agencies where discretion, good judgement and professionalism is paramount. The postholder may experience some exposure to verbal aggression from

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	students and parents. At times some staff can be unreasonable and demanding.
9.	KNOWLEDGE AND SKILLS Essential: Computer literacy including competence in using Word, Excel, Publisher and Power Point Ability to work alone or as part of a team Common sense approach, a can-do attitude and a strong team player Interpersonal skills - being friendly and approachable Good organisational skills, including prioritisation Be able to use initiative and have a flexible approach to the job Desirable: 6 months' relevant experience Current First Aid Certificate Child Protection Experience
10	GENERAL
	Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the school.
	Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.
	Health and Safety – The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.	

	NAME	SIGNATURE	DATE
Job description written by: (Manager)	Tracey Doig		
Job Description agreed by: (Postholder)			