



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS JOB DESCRIPTION

PASTORAL SUPPORT ADMINISTRATOR (UPPER SCHOOL)

Grade:	SCP6 £23,893 pro rata actual salary £22,031 Term Time only + 2 weeks in the summer
Hours:	Monday 08:00 – 16:00 to Tuesday to Friday 08:00 – 15:45 inc. 30min unpaid lunch break (term-time only).
Responsible to:	Assistant Head
Main Purpose:	<ul style="list-style-type: none"> To work as part of the Pastoral Administration Team providing a comprehensive business support service, including communicating various information and providing timely and accurate distribution of materials for the school.
Administration:	<ul style="list-style-type: none"> Coordinating and liaising with Director of 6th Form on updates to the 6th form planners. Making phone calls and arranging meetings for Pastoral Leaders with Parents. Administer locker system for 6th Formers Co-ordinating celebration assemblies for KS4/5. Organising and distribution of form group notices. Communications to KS4/5 parents via email or weekly bulletin Communication of Year 11 references to other schools/colleges Providing administrative lead on admissions into the 6th Form. Supporting Director of Sixth Form and Admissions Officer with Year 12 transition. Administration and tracking of detentions Organisation of 6th form Open Evening. Organising mock interviews for Year 13 and Post-18 day for Year 12 Provide administrative support for induction days and year group trips Support careers activities by providing a school contact for Kissing it Better Provide cover for 6th Form Cover Supervisor (if absent). First Aid - to be part of the First Aid Team.
Support for the School:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. To be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. To contribute to the school ethos, aims and development/improvement plan. To work as part of a team, appreciating and supporting the role of other people within the team. To attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> To ensure use of IT to full capacity in order to produce high quality documents. To organise and present information for reports in a variety of formats.

All job descriptions are in addition to the school teachers' pay and conditions document published annually by the DfE and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main responsibilities and duties required by the school. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: Date:

Signed Employer: Date: