**Great Torrington School**

**Post:** Pastoral and Attendance Administrator

**Grade:** JE Scale D

**Salary:** £25,992 to £27,711 full time equivalent (NJC D) £13.47 to £14.36 per hour

**Hours:** 1420.8 per annum (37 hours per week, term time + 2 non-pupil days)

 8.00am to 4.00pm Mon to Thurs, 8.00aM to 3.30pm Fri with 30 mins lunch

The post holder will be finally responsible to the Headteacher but will in the first instance be responsible to the Assistant Headteacher Pastoral (AHT).

Appraisal review and staff development is the responsibility of the AHT Pastoral

**Principle Duties**

To work within the school data office, providing support to pupils. PA provision for AHT Pastoral. Admin support for wider pastoral team, relating primarily to attendance and behaviour. Provision of reception cover and to ensure pupil data is accurate and up to date.

To provide efficient and effective administration and clerical support within the school, including typing, general computer services, reception, and mail services as required.

**Pastoral Administrator**

* Supporting pastoral team (AHT, Heads of Learning, Pupil Coaches) with admin
* Running afterschool club reports from SIMS Activities as required
* Producing daily tutor notices
* Producing newsletters as required
* Design, update and produce the annual parent handbook
* PA support for AHT Pastoral, including managing diary and clerical support
* Diarising new admissions for AHT Pastoral to meet after being accepted from admissions
* Scheduling SAM meetings for the AHT Pastoral
* Schedule new pupil inductions as required
* Liaison with Senior Leadership Team/ Heads of Learning/ transfer schools to enter pupil data for mid phase transfers
* Administration of pupil suspensions and scheduling reintegration meetings
* Provide general support across the admin team when required
* To be part of the reception rota to cover absence

**Attendance Administrator**

* Attendance data-entry into Classcharts and SIMS, liaising with the Attendance Officer
* Assisting with the investigation of MIA emails
* Chasing missing attendance marks
* Sending first absence messages, subsequence contact home and escalation as required
* Preparation and distribution of paper registers
* Support the data office with pupil runner / queries / radio (first aid and SLT)
* Supporting the attendance officer with long-term attendance issues
* Inputting rewards and consequence data, generating reports and presentations for AHT pastoral for awards assemblies

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.

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