

THE WARRINER SCHOOL

JOB DESCRIPTION

Job Title: Pastoral Administrator - First Aid Responsibilities

Hours: 20 hours per week, term-time only

5.31 weeks paid annual leave, including bank holidays, which must be taken during school holidays
11.30am to 3.30pm Monday to Friday, no lunch, subject to change

Grade: Grade 5 – Point 5 rising to Point 7
£10.01 per hour (£8,670.57pa)

The post is based at the front of the General Office, where there are three further members of the admin team.

Responsible to: Admin Manager

Objective:

To work as part of the administration team, to provide support for all stakeholders, pastoral management, teaching and learning in school.

General Responsibilities:

- Responsible for all general office enquiries – student, staff, visitors and deliveries
- First aid – first response to medical issues – recording in medical book
- Undertake other reasonable administration tasks as directed

Pastoral Administration:

- Pastoral Administrator supporting the Head of Year
- Maintain student files - as requested by the Head of Year
- Maintain Attendance data - processing absences, first day absence procedures, unexplained absences; resolving missing marks; analysis and other related tasks
- Progress tracking and reporting - the preparation and production of student reports and other related tasks
- Maintain student personal records, particularly high profile students
- Behaviour management – produce analysis reports for both positive and negative behaviours
- Preparation and despatch of awards certificates and achievement postcards
- Groupcall Messenger - school electronic school to home communication system
- Word Processing - correspondence, reports, any other documents in connection with pastoral and attendance management
- Managing incoming calls and messages, filtering and directing as appropriate
- Trace and locate missing students from classes

First Aid Responsibilities:

- First response to first aid requests
- Provide administration support to the medical administrator

Experience:

- Experience of working in a busy office environment
- Experience of using discretion and confidentiality

Person Specification

PASTORAL ADMINISTRATOR - FIRST AID RESPONSIBILITIES

Personal requirements	E = Essential D = Desirable S = Shortlist
<p>Experience and qualifications:</p> <ul style="list-style-type: none"> • Experience of working in a busy environment • First Aid and medical procedures • Experience and interest in working with children • Experience of dealing with Staff, Students and Visitors in person and on the telephone • Ability to use Microsoft Word and Excel • Effective communication both verbal and written 	<p>E E D D E E</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • First Aid • Knowledge of Management Information System (MIS) • Knowledge of schools and issues relating to education • Knowledge of school policy in relation to post • An interest in education • Generalist Safeguarding (training will be available) 	<p>E/S D D D D D</p>
<p>Skills:</p> <ul style="list-style-type: none"> • First Aid qualification • Ability to work under pressure • High standard of organisation and communication • Ability to work accurately with attention to detail • Ability to work with all stakeholders • IT skills - Microsoft Word and Excel 	<p>E/S E E E E E</p>
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Ability to work under pressure and remain calm in different situations • A confident, approachable, friendly and helpful manner • An awareness of and commitment to all stakeholders • Ability to use discretion and have an understanding of the importance of confidentiality • Good communication skills both verbal and written • Adaptable and flexible • A sense of humour 	<p>E E E E E E E E</p>