

St Benedict's Catholic College
Pastoral Administration Assistant



Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade Band 2

Job Purpose To provide effective and efficient general administrative support to the Pastoral team function within the College.

Reports to Director of Behaviour and Achievement

Job role

- To provide general administrative support, including to effectively use word processing and spreadsheet programmes to ensure the accurate production of documents and letters
- To ensure that accurate records are kept of the pastoral team's interventions
- To administer the detention systems
- To enter data into SIMS (College information management system)
- To liaise with parents, external agencies and providers as required
- To answer the telephone, take and distribute messages as requested
- To attend meetings as required and take minutes
- To work with the College and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and college ethos
- To work with the College and Governing Body on service development for the future.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

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This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

	Essential	Desirable
Qualifications and experience		
Knowledge of general school policies and procedures		✓
Good reading, writing, grammar and punctuation skills	✓	
Ability to do basic arithmetic and undertake calculations	✓	
Ability to use photocopier	✓	
Ability to use word processor, databases and other IT applications	✓	
Ability to complete timely, detailed reports, forms and letters	✓	
Personal Qualities		
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Able to follow instructions effectively	✓	
Ability to work accurately and with attention to detail	✓	
Ability to work on own or with other adults in the school	✓	
Be a role model	✓	
Able to consult with colleagues in an effective way	✓	
Skills and abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Good understanding of the learning experience provided by the College		✓
Understand the importance of physical and emotional wellbeing	✓	
Establish effective relationships with those working in and with the College	✓	
Good understanding of the way children develop in relation to the role		✓
Ability to support children who may be unwell		✓
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Able to manage own time effectively	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety and impact of own actions	✓	

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	Essential	Desirable
Understand and comply with Safeguarding and Child Protection procedures		✓
Understand the role of others working in and with the school		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	