



Gordon's School

Pastoral Administrator – Job description

Reports to: Assistant Head Pastoral

Hours: 8am – 5pm Monday to Friday term time plus 10 days

Main Purpose of the Job

This is a key post with responsibility for the provision of effective and efficient secretarial and administrative support to pastoral members of the wider leadership team Assistant Head (Pastoral), Assistant Head (Inclusion) and DSL.

Duties and Responsibilities

Pastoral

1. Assist with the collation and printing of behaviour accounts.
2. Coordinate lunch and school detentions and be responsible for the production of detention letters.
3. Supporting the admin for Behaviour Action Plans.
4. Provide half-termly behaviour hotspots for learning walks.
5. Provide a schedule for and help administer annual school photographs.
6. Provide cover for the attendance officer when needed and collate attendance data where required and pre-coding registers with known absences.
7. Maintain and organize the diaries of the Assistant Head (Pastoral), Assistant Head (Inclusion) and DSL.
8. Other reasonable administrative support for the roles above.
9. Coordinate visitor meetings.
10. Take minutes of meetings where required.
11. Administer room bookings on Brom Com.

General

1. Update publications as directed.
2. Collate data as necessary from Brom Com/ CPOMS/ SOCS or the data office.
3. Be part of the team that ensures the School Office is manned throughout the school day to assist students as required.

The above list of duties and responsibilities is not exhaustive and may be altered from time to time.

Person Specification

Professional Knowledge / Experience

- Excellent communication skills
- Good knowledge and demonstrable experience of Microsoft products especially excel and word
- Good organisational skills and ability to multi-task and prioritise workload

Personal skills

- Able to maintain confidentiality and to be discreet
- Good interpersonal skills and ability to communicate effectively verbally and in writing
- Excellent attention to detail
- A proactive approach to work
- Ability to work independently and as part of a team
- Ability to work under pressure and ensure deadlines are met

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.