



HORSFORTH SCHOOL

Job Title: School Administrator (Pastoral Team)

Responsible to: Director of Marketing and Administration

Hours: Full time, term time only plus 5 days

Pay Band: Salary range A2/A3 (£24, 413 to £25, 185)
Actual salary range (£20, 998 to £21, 662)

The School Administrator (Pastoral Team) plays a key role in supporting the pastoral care and wellbeing of students. Working with Year Co-ordinators, Pastoral & Behaviour Officers and Form Tutors, the postholder will provide efficient administrative and organisational support to keep pastoral systems running smoothly. The successful candidate will be organised, adaptable and confident using ICT to manage data, while also communicating effectively with students, staff, parents and external partners. They should be approachable, reliable and committed to helping young people thrive, with the flexibility to work both independently and as part of a team. As part of our safeguarding commitment, the postholder will promote the welfare of all students and take part in the school's First Aid rota (training provided).

Key Responsibilities

The responsibilities of the role will be varied and may change in response to school priorities. Typical duties include:

- Acting as the first point of contact in the Pastoral Hub, supporting students with day-to-day needs such as equipment loans, signposting support and general enquiries.
- Providing administrative and organisational support to Year Co-ordinators, Pastoral & Behaviour Officers (PBOs) and the wider pastoral team.
- Supporting effective communication with parents and carers, including preparing and sending letters, texts and other updates on behalf of the school.

- Assisting with the planning and administration of key school events and activities, such as Parents' Evenings, transition activities, assemblies, rewards trips, the Year 11 Prom and other visits or celebrations.
- Preparing, collating and maintaining pastoral records and reports, including weekly behaviour, attendance and achievement data.
- Providing administrative support for meetings, including arranging, attending and taking minutes when required.
- Working collaboratively with colleagues across the school (e.g. SEND, Attendance, First Aid, Careers, Data and other teams) to ensure joined-up support for students.
- Supporting the preparation of resources for form time, pastoral sessions, progress reviews and other student-focused activities.
- Liaising with primary colleagues to support Year 6 to Year 7 transition, including transition days and parents' information events.
- Assisting with the drafting and production of reports, letters and materials to support pastoral work and parental engagement.
- Offering reception cover as required, ensuring a welcoming and professional service.
- Providing First Aid support as part of the school rota (training will be provided).

Experience using online programs such as Google suites, SIMS, CPOMS and SISRA are desirable but not essential.

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Senior Leadership Team.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. The school has a no smoking/vaping policy.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.