



ST ALBAN'S CATHOLIC HIGH SCHOOL

PASTORAL SUPPORT ADMINISTRATOR

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

Grade Grade 3 Points 7-11

Hours 30 hours per week (9am-3pm Mon-Fri), 39 Weeks

Job Purpose The Pastoral Support Administrator (PSA) is part of the strategy for positive learning behaviours at St Alban's Catholic High School. The PSA will work in a variety of settings within a framework of school expectations and procedures, supporting students and staff within the school community. The PSA will provide effective and efficient general administrative and pastoral support to the school.

Reports to Head of Safeguarding

Job role

- To take statements from pupils involved in behaviour or other incidents.
- To triage incidents as they are reported, liaising with Heads of Year, Student Support Leads or other staff as appropriate.
- To manage the counselling offer for the school, including referrals, waiting list, appointments and schedule.
- To provide administrative support to the Personal Education Plans for Children in Care.
- To provide general administrative support, including effective use of Microsoft Office programmes to ensure the accurate productions of documents and letters.
- To provide general operational support across the main school or sixth form as needed.
- To enter data into Arbor/Classcarts/Provision Map.
- To answer the telephone, take and distribute messages as appropriate.
- To attend meetings as required and take minutes.
- To file and organise paperwork, printing and photocopying.
- To undertake booking of meetings for staff and students.
- To work with the School and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and School ethos.

- To comply with individual responsibilities, 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.

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 to carry out additional duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Level 4 or above pass in English GCSE (or equivalent)	✓	
Level 4 or above pass in Maths GCSE (or equivalent)	✓	
Knowledge of general school policies and procedures		✓
Good reading, writing, grammar and punctuation skills	✓	
Ability to use Microsoft Office and other IT applications	✓	
Ability to complete timely, detailed reports, forms and letters	✓	
Experience working with young people		✓
Knowledge of Arbor / Class Charts		✓
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 School		✓
Establish effective relationships with those working in and with the School	✓	
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	✓	
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	✓	