



Woolwich Polytechnic
School for Boys



Pastoral Administrative Assistant

Purpose of the job:

To be responsible to the Deputy Headteacher in charge of Pastoral for providing administrative support to the Pastoral Team. In particular, support staff are expected to participate fully in the school's endeavour to maintain the highest standards in all areas and to display the school's values of leadership, excellence and resilience at all times. Members of staff must observe confidentiality regulations and conduct themselves in a professional manner.

Specific roles and responsibilities:

Pastoral Administrative Assistant

1. To provide an effective and efficient secretarial service to the Pastoral Team (Heads of Year and the Deputy Heateacher in charge of pastoral) as required.
2. To be responsible for the administration of internal (Refocus) and external suspensions/exclusions and informing relevant agencies and other school personnel. To update Bromcom with referral and suspension/exclusion details.
3. To deal with administration tasks for Casual/In-Year Admissions, including arranging appointments with parents for Pastoral team and obtaining relevant information from previous schools and Admissions and organising/overseeing initial testing and induction in school before the student is placed on roll.
4. Be responsible administration of any matters regarding behaviour, including producing letters, recording them on Bromcom, as directed by the pastoral team.
5. To deal with the administration of letters sent on behalf of the pastoral team, including typing them, adding them to Bromcom and sending them out electronically and in the post.
6. To be responsible for the maintenance of all pupil files, including preparation of new year 7 secondary files, amalgamating primary files.
7. To oversee the administration and organisation of reward processes such as certificates, letters, termly prizes and annual celebration events.
8. To organise the administration of any interventions from outside agencies (EHAs, PSPs etc.)
9. To be responsible for organising alternative provisions as required including completing the referrals and liaising with necessary staff at our school and at the alternative provision.

10. To oversee the organisation and administration of all managed moves, and anything linked to the Fair Access Panel (FAP) on behalf of the Deputy Headteacher.
11. To deal with enquires from a wide range of people (including staff, pupils, parents, visitors and external agencies) by telephone, letter and in person.
12. In discharging the duties of the post to have due regard to the provisions of GDPR and the Health & Safety at Work legislations.
13. In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
14. To undertake other clerical duties as required and which are commensurate with the level of responsibility of the post holder.

Selection Criteria

Administrative Assistant

1. Experience with using Bromcom.
2. Proven IT skills including a good knowledge of Microsoft Office and its applications.
3. To be able to work as a team member.
4. To have a flexible approach to all administrative duties undertaken.
5. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines.
6. Experience of working in a busy office undertaking a variety of office duties.
7. Good inter-personal and organisational skills.
8. Ability to communicate both orally and in writing with pupils, staff, parents and officers at all levels in outside organisations.
9. Willingness to attend training courses to enhance development and performance.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post

you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

An online search will be completed for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and usually before interview.