

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION

Post Title	Pastoral Administration Assistant
Postholder	
Hours of work	35 hours per week, 39 weeks per year
Reporting to	Pastoral Manager
Specific responsibilities of the post	<p>The postholder will work within the pastoral team providing administrative support as required.</p> <ul style="list-style-type: none"> • To ensure that the schools electronic sanctions system is implemented and operated in accordance with school policies • To ensure that the pastoral support team (Leaders of Learning and Pastoral Support Manager) have the necessary administrative support to enable them to provide strong pastoral support to students • To ensure that appropriate administrative support is given to members of the Leadership Team in dealing with pastoral issues • To organise the student immunisations, school transport and student photographs • To contribute to the implementation of school policies including behaviour, uniform and attendance • To ensure that student information is collected, recorded and disseminated appropriately • To ensure that first aid requirements are met • To contribute to the efficient and effective operation of the Pastoral Support Department
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills

	5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community
This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.	

Signedpost holder

.....line manager

Date