



PASTORAL SUPPORT ADMINISTRATOR & PA

SALARY: (E5) £24,685 - £26,623/ PRO-RATA £21,541 - £23,232 BASIC, PLUS PENSION AND PERFORMANCE-RELATED PAY

HOURS: 37 HOURS A WEEK, TERM TIME ONLY + 10 DAYS (5 INSET DAYS AND 5 DAYS DURING THE SUMMER HOLIDAY)

LOCATION: THE THOMAS ALLEYNE ACADEMY, STEVENAGE

JOB PURPOSE

The Pastoral Administrator is a key member of the team, who works closely with Support Workers and Heads of Year to ensure the smooth running of the office and is a first point of contact for staff across the school. The post holder will also provide one to one support for the Assistant Headteacher for Personal Development, Behaviour and Welfare.

- Personal Assistant to the Assistant Headteacher for Personal Development, Behaviour and Welfare, providing confidential administrative support and diary management.
- Work closely with Assistant Headteacher to arrange and minute meetings for Stevenage Behaviour Leads, and professionals in attendance
- Be a central point of contact for questions about pastoral matters for external agencies, school staff, parents and students.
- Responsible for the administration of the Academy behaviour and reward systems; set-up of Arbor; set up and collate reports for behaviour reviews at the Senior Leadership Team meetings.

ROLE AND RESPONSIBILITIES

Behaviour and reward systems

- Make calls to parents and update appointments in the relevant diaries
- Produce suspension and inclusion letters, providing meeting packs for Assistant Headteacher or Head of Year
- Ensure suspensions and inclusions are recorded and teachers have provided work for students via Google Classroom or paper copy
- Arrange PSP meetings and ensure paperwork and student reports are up to date
- Collate information for governor's disciplinary and exclusion hearings
- Produce referral forms

COURAGE : DETERMINATION : EMPATHY

- Update electronic on-call board and check attendance at detentions, following up or escalating if necessary
- Collate student data for rewards and badges, enter awarded badges for celebration assemblies
- Check the stock of merit stampers, merit cards and badges, ordering more when necessary

Support for students

- Work closely with Assistant Headteacher and Head of Year 11 to create data to arrange 1:1 careers meeting for Year 11 students with Services for Young People
- Respond to requests for references for Year 11 for post 16 choices; collating personal statements from Form Tutors and Head of Year
- Arrange rotas for Year 7, 10 & 12 photos each new academic year, and Year 11 and Year 12 leavers photos
- Coordinate the Student Prom Committee and help them to plan their annual Year 11 Prom
- Organise leaver's hoodies – payment, order and distribution

Admissions

- Be the central point of contact for in-year admissions and assist over the summer holiday with year 7 transition and enrolment
- Liaise with County, families and schools to arrange enrolment for new starters
- Liaise with Deputy Headteacher, Head of Year, Heads of Department and Timetabler for new enrolment of students, ensuring clear communication with Admissions Team

General administration

- Maintain the Assistant Headteacher's diary and manage appointments
- Maintain records of all purchases on Assistant Headteachers credit card
- Create all orders for the Pastoral Department and maintain office stationery
- Maintain student records and ensure all filing is up to date; annual summer archiving tasks
- Handle telephone enquiries and messages efficiently
- Produce agendas and minutes for meetings at the direction of the Assistant Headteacher

- Work with Assistant Head Teacher and Head of Year for Work Shadowing, creating up to date spreadsheets to show clear responses from parent/carers and employers
- Support the academy by undertaking a first aid qualification and first aid duties as required (approx. 2 half days per week)
- Undertake any other duties as required by the Headteacher

PERSON SPECIFICATION

- GCSE grade A*-C in in English and maths or equivalent
- Excellent written and oral communication skills
- Good general IT Skills; Microsoft packages (eg Word, Excel, PowerPoint) as well as Google packages (eg Mail, Drive, Forms, Slides)
- Self-motivated and flexible
- Work with honesty and integrity
- Ability to work under time pressure to deadlines
- Be organised and good at planning time
- Previous experience in the education sector is desirable but not essential

WHO WE ARE

The Hart Schools Trust (the Trust) is a multi-academy trust that currently includes the Thomas Alleyne Academy and Roebuck Academy in Stevenage.

- The Thomas Alleyne Academy: a growing secondary school, with sixth form, in Stevenage. The school was graded 'Good' with 'Outstanding' leadership and management at its last Ofsted inspection in 2019.
- Roebuck Academy: a growing primary and nursery school in Stevenage. The school was graded 'Good' at its last Ofsted inspection in 2021.

The Trust is part of the Hart Learning Group, a charitable organisation with a mission to create social and economic value through learning.

The Hart Learning Group currently includes:

- North Hertfordshire College, a large general further education college in Stevenage and Hitchin.
- The Hart Schools Trust, a burgeoning schools trust that currently sponsors Thomas Alleyne's Academy and Roebuck Academy in Stevenage.
- Hart Learning & Development, a progressive new learning and development business which supports businesses of all sizes to engage with and invest in emerging talent.

COURAGE : DETERMINATION : EMPATHY

We're building an amazing team, all of whom share our passion, pace and commitment to helping our students to get where they want to be in life.

As a school, we offer the following benefits:

- A unique and exciting future as part of the Hart Schools Trust
- Happy, friendly and motivated students
- A dedicated, professional and caring team
- A professional and supportive work environment
- A range of development opportunities and tailored support programmes across the Hart Schools Trust
- A positive atmosphere where there is a real 'can do' attitude

If you are keen to make a difference and enjoy working as part of a supportive, dedicated and happy team please come and meet us – visits are warmly welcomed and recommended.

To apply

To apply please send a completed Thomas Alleyne Academy application form to Mrs Stella Clark clarks@tas.herts.sch.uk by Monday 29th April 2024. Interviews will take place on the afternoon of Wednesday 1st May 2024.

SAFER RECRUITMENT STATEMENT

Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.