

*'I have come that they have life and have it to the full' John 10:10*



# The role of the Pupil Services Administrator

# 2019

This document is intended to provide some clear guidance for all as to the various roles and responsibilities that form the minimum expectations required of within this role in our school. It also seeks to outline the role that the post holder will play in supporting and contributing to the distinctive nature and ethos of our Catholic School.

*'Striving to live the Gospel, promoting excellence and achievement for all and nurturing partnerships'*



**OUR MISSION STATEMENT**

As a Catholic school we intend to put Jesus Christ at the centre of everything we do.

*'I have come that they have life and have it to the full' John 10:10*

Therefore we will strive:

- To live the Gospel
- To promote excellence and achievement for all
- To nurture partnerships

This will be done by:

- proclaiming and living out the faith of the Catholic Church, supporting each other in the shared endeavours of teaching and learning, prayer, worship and charitable works.
- by promoting and practising just and caring attitudes and actions towards all persons.
- by respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self-esteem and mutual encouragement.
- by ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum.
- by pursuing the highest standards in all we do and by constantly seeking improvements by developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.

<b>POST TITLE</b>	<b>Pupil Services Assistant</b>
<b>GRADE</b>	NJC Scale 2
<b>DIVISION</b>	Harrytown Catholic High School
<b>SECTION</b>	Administration
<b>POST REPORTS TO</b>	Business Manager

**MAIN PURPOSE OF THE JOB**

To act as a first point of contact for student enquiries at Pupil Services, first aid, maintaining relevant systems and general administrative duties. Managing lost property procedures and assisting the Pupil Services Manager and Business Manager with the welfare and first aid provisions to pupils.



## KEY AREAS:

### Main Duties

- Provide pupil reception duties, answering general telephone and dealing with face-to-face enquiries from students, staff and parents/carers and ensuring security procedures are adhered to.
- Toilet log monitored.
- Provide pupil first aid/welfare duties to staff, students and visitors, liaising with parents/staff etc. as per the school Medical policy.
- Liaison with parents, either by telephone or face-to-face.
- Organise and administer the Duty Pupil system.

### Administration

- Maintain manual and computerised records/management information systems (SIMS)
- Undertake typing, word-processing and other IT based tasks
- Undertake routine administrative duties
- Maintain register of free school meals
- Assist students with lost property enquiries
- Scan documents and shred those no longer required, attach records to pupils in Sims.
- Distribute post.

### Resources

- Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Provide general advice and guidance to staff, students and others
- Use administration supplies resourcefully

### Other

To have an involvement in other associated duties as discussed and agreed with the headteacher/line manager.

To support the Catholic ethos of the school

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race gender or disabilities.

## NOTES

1. The above responsibilities are in addition and subject to the general duties and responsibilities contained in the statement of Conditions of Employment as set out in the various staff handbooks/policies and the Catholic Education Service Contract.
2. 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 construed.
3. The post holder may be expected to undertake such further responsibilities consonant with the level of the responsibility of the post according to the school salary policy drawn up in consultation with the Governors.



4. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary and it may be subject to modification or amendment at any time according to the changing needs of the school after consultation with the holder of the post.



**Part B: PERSONAL AND PROFESSIONAL CONDUCT**

All adults working in a school context are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a staff members career.

**B1.** To uphold the public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- 1.1 Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
- 1.2 Having regard for the need to safeguard pupils’ wellbeing, in accordance with statutory provisions
- 1.3 Showing tolerance of and respect for the rights of others.
- 1.4 Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- 1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

**B2.** To have proper and professional regard for the ethos, policies and practises of the school in which they work with, and maintain high standards in their own attendance and punctuality.

**B3.** To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The school Code of Conduct and Acceptable Use policies for IT systems are key policies which must be clearly understood and adhered to at all times by all staff who work in our school.