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|  | **Job Description** |  N:\Final logos\Web\Low res\Final logo LR.jpg |
| JOB TITLE: SEN/Pastoral Administrator  | **REPORTS TO**: Office Team Leader  |
| **FULFORD SCHOOL** | GRADE: 5 (subject to job evaluation) |
| **1.** | **MAIN PURPOSE OF JOB**The colleague will play a vital role in the smooth running of both teams by providing administrative support and contributing to the overall success of the school's pastoral care and SEN provisions. |
| **2.** | CORE RESPONSIBILITIES, TASKS & DUTIES: **Administrative Support for Pastoral Team*** Assist the Assistant Headteacher Behaviour and Attendance in maintaining accurate records of student welfare and behaviour.
* Support the creation and updating of Individual Behaviour Plans (IBPs) and other student welfare documents.
* Coordinate meetings between students, parents, and staff regarding pastoral care issues.
* Assist with the administration of student rewards and sanctions.
* Support in the preparation of reports for senior leadership, governors, and external agencies.
* Handle confidential and sensitive information with discretion and professionalism.

 **Administrative Support for Special Educational Needs (SEN) Team*** Assist the SENCo in maintaining and updating SEN records and plans for students with additional learning needs.
* Coordinate the scheduling of meetings between students, parents, teachers, and external professionals.
* Support the preparation of documentation for Education, Health and Care Plans (EHCPs).
* Assist with the administration of exam access arrangements for students with SEN.
* Assist in maintaining a safe and supportive environment for students with additional needs.

 **General Administration*** Manage communications between students, parents, and staff, including emails, phone calls, and letters.
* Maintain a filing system for both pastoral and SEN documentation, ensuring compliance with data protection policies.
* Provide general administrative support as required to both the Pastoral and SEN teams.
* Assist in organising events or activities related to student wellbeing or SEN provision.
* Support the coordination of school trips, activities, and workshops related to student welfare
* Minute meetings as required for both the Pastoral and SEN teams
* Provide emergency first aid support.
* Undertake additional reasonable duties to support the general administration of the school under the direction of the office team leader (reception, phones, trips, orders etc)
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| **3.** | **CREATIVITY & INNOVATION*** Subject to supervision, established procedures, practices and routines.
* Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise.
* Design and apply IT systems to support the work of the team under the direction of the line manager.
* Develop new ways of presenting information through ICT systems.
* Creation of internal documentation.
* Ability to give advice and seek information from pupils/parents.
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| **4.** | **CONTACTS & RELATIONSHIPS*** Dealing with complex issues requiring diplomacy and tact to resolve.
* Daily contact with staff, pupils, parents, Governors.
* Contact with external stakeholders such as LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
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| **5.** | **DECISIONS – DISCRETION & CONSEQUENCES*** Management of personal day to day workload.
* Working without close supervision but subject to established procedures, practices and routines.
* Judgement when providing solutions to problems.
* Use discretion when responding to enquiries ensuring no breach of confidentiality.
* Make modifications and adjustments to practices.
* Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents.
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| **6.** | **RESOURCES – FINANCIAL & EQUIPMENT*** Use of normal office equipment.
* Responsible for the accurate handling and security of small sums of cash and cheques.
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| **7.** | **WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT*** Required to work consistently in line with the strict deadlines set by the Office Team Leader and school operations.
* The role is largely office bound but sometimes involves moving around the school premises.
* Working in a normal office environment.
* There may be a risk of abuse from some pupils/parents and a risk from contagious illness
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| **8.** |  **KNOWLEDGE & SKILLS*** Computer literacy, numerate, secretarial/administrative skills.
* A good understanding of a number of routine administrative work procedures.
* Practical knowledge of various computer software packages.
* Ability to input and report accurately on a range of data.
* Ability to communicate effectively at all levels.
* Ability to organise own work and that of others.
* Understanding of SEN and child protection issues.
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| **9.** | **POSITION OF JOB IN ORGANISATION STRUCTURE**Office Team Leader **SEN / Pastoral Administrator** |
| **N.B.** | **Content of job description agreed / effective from 01/09/2025** |