Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Clerical Assistant (Pastoral) |
| **Grade** |  |
| **Responsible To:** |  |

Purpose Of the Job

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing clerical support to the Heads of Year and other staff with pastoral responsibilities in the collection, storage and retrieval of student information, preparation of reports to ensure that legal requirements are met, parents are informed and the required management information is available to the school.

Main Responsibilities

1. Secretarial support for Year Co-ordinators and other staff with pastoral responsibilities.
2. Operate systems for recording, storing, retrieving and analysing information on students and produce the required reports. This includes:
* Personal records ensuring that students records are added or deleted from the system as appropriate and changes in circumstances are recorded promptly.
* Attendance records
* Examination records and results
* Class lists
1. Management of student reception point answering students queries, registration ie logging students on and off the campus.
2. Any other duties relevant to the post.