



Job Title:	Administrative Assistant for Careers and Pastoral Care
Grade:	Grade 4
Hours:	37 hours per week, term time only plus 10 days
Reporting to:	Assistant Headteacher Pastoral and Careers Lead

Main Duties:

To provide administrative support for the Assistant Headteacher (Pastoral) and the Careers Lead.

Careers and Personal Development Administration

- Support the Careers Lead by administering the school Careers and Personal Development programme, including careers activities and events.
- Support the organisation and administration of careers guidance meetings.
- Support with the administration of application processes to post-16 providers.
- Share careers information with students, staff, parents and carers.
- Use relevant administrative systems to record and track CEIAG activities, including Compass/Compass+.
- Support the Careers Lead with the administration of tasks linked to student progression, destinations and the reduction of NEETs.
- Support the Careers Lead with the administration of work experience, including communication with all stakeholders.
- Liaise with employers, colleges, training providers, universities and other careers partners as required.

Pastoral Administration

- Manage the Assistant Headteacher's diary.
- Support the whole pastoral team, providing administrative support, including contacting outside agencies, administration of referrals and attendance at associated meetings as requested.
- Record and administrate medication, including the updating of medical plans.
- Support Heads of Year with the administration of dealing with student behaviour systems.
- Attend pastoral team meetings as required, including distributing and maintaining agendas and minutes.

- Administer referral paperwork for external agencies such as Behaviour Panel, EWEL, Cornforth Partnership and others, including supporting the tracking of referrals and following up as required.
- Support with the collation and administration of paperwork for fixed term suspensions, external reflections, alternative provisions and PXs.
- Support vulnerable students and families through the administration of practical support, while maintaining confidentiality and sensitivity.
- Update and maintain behaviour data alongside Assistant Headteacher.

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.