

JOB DESCRIPTION**School Admin – St Martin's School (SMS)**

Job title	School Admin
Grade	Level 6 point 13
Reports to	Head of Year, St Martin's School
Liaison with	Students, Staff, parents, attendance, EWO, School Nurse, School Leaders, Deputy Headteachers
Job Purpose	• To support the Head of Year in providing pastoral care to the students in their year group. • Provide support to allow students to better cope with the challenges they face. • To provide effective strategies to maintain the welfare and pastoral support of students. • Ensure the provision of support mechanisms. • To provide all staff working with the Year a comprehensive and accurate administrative and pastoral service specific to that year group.
Duties	• Support the Head of Year, and where appropriate all staff, in dealing with behaviour and pastoral issues in the school. • Investigate incidents; liaise with other staff, parents and external agencies as appropriate. • In collaboration with other staff determine the relevant sanction for students and ensure that it is carried out and that all parties are informed of the outcome. • Take student statements when required. • Organise the parents' consultation evening for the particular year group assigned to. • First point of contact for attendance, staff and students concerning pastoral issues - referring any issues promptly. • Monitoring the attendance of all students and implementing strategies to improve attendance and punctuality to meet school targets so that students' attainment improves. • To accurately maintain the Sims database for the Year • Producing and distributing correspondence relating to the Year group where appropriate. • Working appropriately with external agencies when required. • Maintain archiving and all filing accurately. • Cover other Deputy Year Leaders for absence to ensure attendance and Parent Call tasks are completed. • Use CPOMS to log any safeguarding incidents.

	• Provide Head of Year accurate reports in timely manner. • Collect students from lessons if requested to do so. • Liaise with teachers to organise homework for absent students. • Organise vaccinations and photographs for year groups. • To liaise with other Year leaders for transition to year groups.
General	To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • Your normal place of work is at St Martin's, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Line Management	None
Performance Management	Identified in the School's Performance Management Policy