



WESTONBIRT — SCHOOLS —

Pastoral Administrator

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricular activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

The position of Pastoral Administrator is a vital one within the school and requires many qualities, including excellent communication, administrative and organisational skills.

This post has much to offer and will appeal to an enthusiastic, organised, and energetic professional.

This is a part-time role 8am to 11am (TBC, can be slightly flexible), Monday to Friday, term time only.

Full job descriptions and person specification can be found in this pack.

REMUNERATION

The salary for this position is £6,534 per annum.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Friday 14 April 2023.

Interviews will commence week commencing 17 April 2023.

This role is to commence as soon as possible following the receipt of safer recruitment checks.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on michelle.andrews@westonbirtschool.uk.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – Pastoral Administrator

Overview

This is an exciting opportunity for an efficient administrator to join our friendly office team. In this role, you will oversee the completion of the registration process via the School's management information system (iSAMS), analysing for any gaps, and communicating daily with staff and parents to ensure attendance is captured accurately and efficiently.

Main Responsibilities and Tasks

Providing administrative support to the MIS/Data & Educational Compliance Manager, Deputy Head (Pastoral) and Designated Safeguarding Lead, to include:

- Maintaining the attendance register using the School's management information system (iSAMS), ensuring the effective recording of student attendance
 - Accurate and timely reconciliation of daily attendance data, including appropriate absence codes for absent students
 - Effective follow-up with teaching staff for all missing registration data
 - Contacting parents of all students absent without notification for morning registration and recording these absence codes appropriately
 - Notifying the SLT of any concerns / issues regarding registration or attendance
 - Being alert to information and insight that should be reported to the relevant member of the pastoral team to support student wellbeing.
 - Monitoring and updating records with regards to absence, school trips and fixtures, early collection and Saturday school.
 - Monitoring activity registration and following up absences and changes to students' timetables with teaching staff and office team.
 - Ensuring that all attendance data is available in the case of any emergency evacuation
 - Providing student absence data, as requested, for weekly, monthly, termly and yearly reports, including to the local authority where appropriate (as guided by Learning Support)
 - Producing monthly registration reports and storing in accordance with the data retention policy.
 - Ensuring that all regulatory requirements are met with regards to student safeguarding and student/parent/staff data protection
- Any other administrative duties identified by the line manager as falling reasonably within the scope and range of the position.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills, experience and knowledge

- Excellent level of interpersonal skills to enable liaison with staff, parents, pupils, and external organisations
- Ability to work to strict deadlines
- An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships
- A flexible attitude towards duties and working patterns to fulfil the requirements of the role
- Proven experience in an administrative role.
- A confident IT user with experience of Microsoft Office and database software (iSAMS desirable, though training will be given)

Personal Qualities

- A 'can do' attitude and the willingness to work hard to get things done

- Resilience and a calm manner
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils

Terms

Monday to Friday, 8am to 11am. Term time only.

Salary £6,534 p.a.