

Pastoral & Safeguarding Admin Assistant

(Grade 2)

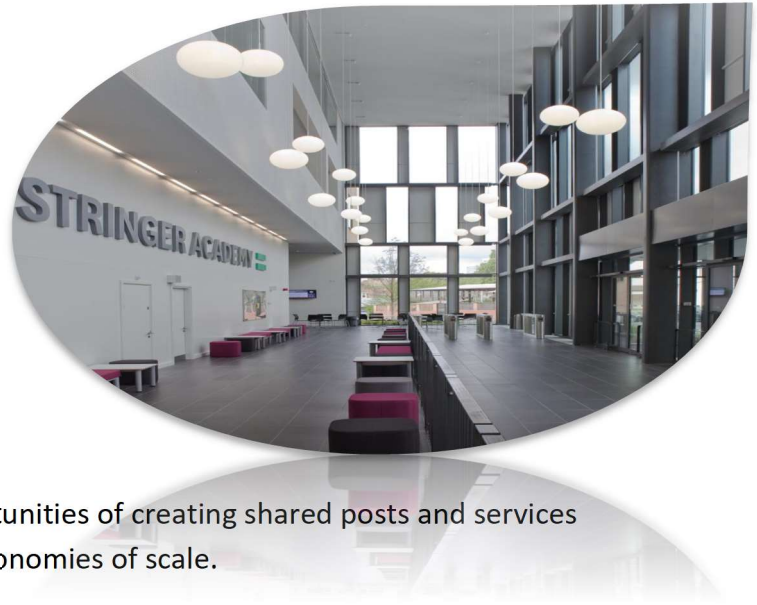
Required ASAP



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Pastoral & Safeguarding Admin Assistant

This role is to support both the Pastoral Assistant Principal and the Safeguarding Assistant Principal with the day to day admin for both departments.

We pride ourselves in our outstanding pastoral support and we keep safeguarding at the very heart of everything we do.

You will be supporting two vital departments within our school to help with the effective smooth running of the departments from an administration point of view.

Why work at Sidney Stringer Academy:

- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes**
- **Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners**



- **Free tea and coffee**
- **Social committee with subsidised events**
- **Cycle Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**
- **Dynamic and exciting environment**
- **Strong community links**
- **Supportive team and atmosphere**



JOB DESCRIPTION – Pastoral & Safeguarding Admin Assistant (Grade 2)

Sidney Stringer Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title: Pastoral & Safeguarding Admin Assistant

Accountable to: Assistant Principal - Pastoral

Grade: 2

Hours: 34.5 hours per week – 195 days

Monday to Thursday 8.00 am to 3.30pm

Friday 8.00 am to 3.00 pm

Job Purpose

To provide administrative support to the Assistant Principal responsible for Pastoral and the Assistant Principal for Safeguarding.

Key Tasks and Responsibilities

Assistant Principal - Pastoral

Personnel Management

- To provide general administrative support to the Pastoral Assistant Principal including phone calls, emails, minute taking and other communication;
- To assist with collecting visitors, parents and students;
- To support with the collation of paperwork and administration of Pastoral intervention processes such as placements, supported transfers, exclusions, FAP and Disciplinary Panel meetings;
- To assist in the collection of consent forms for vaccinations and to ensure appropriate rooms are booked and staff informed of the arrangements for the sessions;
- To assist with the preparation and distribution of weekly pastoral updates;
- To undertake administrative tasks relating to the monitoring of the implementation of Pastoral/behaviour policy and procedures;
- To organise the diary for the Pastoral Assistant Principal;
- To be responsible for the uniform store and ensure it is fully stocked;
- To be able to access and make use of the CCTV system when needed;
- To be part of the Pastoral Support Team and to support colleagues when necessary, which may include covering duties.

Assistant Principal – Safeguarding

- To maintain student safeguarding records;
- Responsible for incoming and outgoing CP files;
- Ensure we are using the latest referral forms for external agencies;
- To arrange and set up meetings with parents and external agencies where appropriate;
- To organise the calendar for the Assistant Principal for Safeguarding throughout the academic year effectively and efficiently;
- To collate information for Personal Education Plans and other external agency meetings;
- To ensure minutes/communications from external agencies are received and uploaded onto school systems;
- To produce word processed reports, and input data into spreadsheets;

Others

- To undertake any other duties as may from time to time be determined by the Principal AND such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Safeguarding

The jobholder is accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own

health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description reviewed by: P Noble (January 2024)

Personnel Specification

<p>ESSENTIAL</p>	<ul style="list-style-type: none"> ▪ 5 GCSE grade “C” or above, or equivalent ▪ Administration experience ▪ Excellent IT skills including Microsoft Word, Excel & PowerPoint ▪ Excellent telephone manner and the ability to handle queries sensitively and professionally ▪ Excellent organisational and diary management skills ▪ Able to take notes in meetings ▪ Ability to communicate clearly and effectively at all levels, both from an oral and written perspective ▪ A high level of numeracy and literacy skills ▪ Ability to work on own initiative and as part of a dedicated team ▪ Responsive, flexible, organised, reliable & confident ▪ Ability to work to constant and moving deadlines ▪ Commitment to equal opportunities and the principles of data protection
<p>ADDITIONAL REQUIREMENTS</p>	<ul style="list-style-type: none"> ▪ Occupational Health Clearance ▪ Receipt of a satisfactory Enhanced DBS Check ▪ Receipt of two satisfactory references

All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Pastoral & Safeguarding Admin Assist

Grade: 2 (£18,097 - £18,702 actual salary PA)
Hours: 34.5 hours per week
Monday to Thursday 8.00am to 3.30pm and Friday 8.00am to 3.00pm
195 days per year

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint an excellent administrator to support both the pastoral and safeguarding departments.

If you would like any further information about the role, please contact the Assistant Principal for Pastoral Support or the Assistant Principal for Safeguarding:

Pastoral – Pauline Noble, pnable.staff@sidneystringeracademy.org.uk

Safeguarding – Tracy Felton, tfelton.staff@sidneystringeracademy.org.uk

How to apply

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Thursday 22nd February 2024 at noon

Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.