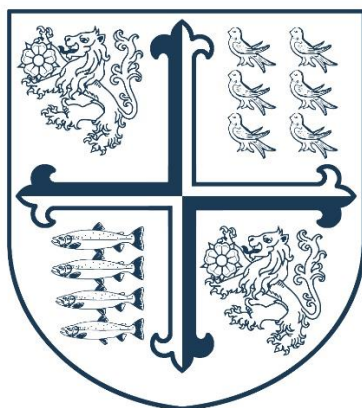


Bournemouth School



Information for Applicants

Administrator (Pastoral Support)

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



January 2025

Dear Applicant

Administrator (Pastoral Support) – commencing 22 April 2025

Thank you for expressing interest in the post of Administrator (Pastoral Support) at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is 9.00 am on **Tuesday 21 January 2025**. If you require any further information regarding the application process or the school, please contact Mrs Katie Ateaque on 01202 512609 or e-mail kateaque@bournemouth-school.org. Please note: we may interview and appoint a suitably qualified applicant before this date.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster





Administrator (Pastoral Support)

Job Description

Job Purpose

To provide efficient and effective administrative and pastoral support to the School ensuring compliance with school requirements.

Responsible for providing first aid support for students, staff and visitors.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Head of Year

Liaising with:

Senior Leadership Team, Curriculum Leaders, Student Support Services, Learning Support and relevant staff with cross-School responsibilities, relevant non-teaching support staff, parents, outside agencies.

Hours:

37 hours per week

Usual hours 08.00-4.30pm Monday – Thursday, 08.00-4.00pm Friday

Some flexibility will be required during busy periods, but you should anticipate being expected to work a minimum of 8.30-3.20 pm during term-time (subject to agreement by your line manager).

Worked Weeks:

39 weeks (38 weeks term time plus 1 week INSET)

Pay Range:

£12.45 to £13.05 per hour

£20,552 to £21,541 (actual salary)

Grade:

BS Grade 4.3 – 5.6

Disclosure Level:

Enhanced

Effective Date:

31 January 2025

Main responsibilities and duties

1. To provide administrative support to Heads of Year and other staff e.g. data analysis, letters, UCAS, reporting, music lessons, WRL etc.
2. To maintain the Arbor database for the storage, production of information, statistics and reports associated with detailed pupil records including attendance, achievements, detentions, first aid, etc.
3. To maintain the computerised school attendance registers and provide analysis and reports as required.
4. To ensure detailed analysis is provided systematically to the Heads of Year e.g. attendance, achievement, behaviour, etc.
5. To provide a visible, approachable and positive presence for students and staff.
6. To support students e.g. pastoral care, take statements, parental meetings.
7. To provide First Aid to students, staff and visitors.
8. To cover reception.
9. To adhere to School policies e.g. Data Protection.

Other:

1. To contribute to the overall ethos, work and aims of the school.
2. To maintain confidentiality
3. To support students with facilities e.g. uniform spares, equipment, lost property, homework support etc.
4. Comply with the policies of the Academy and all relevant statutory requirements, Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
5. It is expected that the team will support each other at all times and duties will therefore be varied and interchangeable.
6. Other areas of work commensurate with the purpose of the post.

Knowledge and skills:

Relevant experience of office work including databases and analysis of data.

Should have a minimum of 5 A*-C GCSEs (or equivalent) including English and Mathematics.

Supervision and management:

The postholder will often be required to work without direct supervision. Works under direction of Head of Year.

Problem solving and creativity:

To deal with changing and conflicting deadlines and frequent interruptions to work and allocation of work.

Key contacts and relationships:

Daily contact by telephone/face to face/email/post with prospective parents, students, feeder schools, staff, the local authority and visitors to the school.

Decision making:

Works to deadlines.

Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.

Resources:

General office equipment (e.g. computer, photocopier, post/franking machine and telephone).

Working environment:

Working in a busy office with frequent use of IT equipment. Frequent interruptions.

Restricted space.

Large secondary school with 1200 pupils and 150 staff.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: Katie Ateaque
Designation: Deputy Headteacher
Date: January 2025

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

