**Post Title: Admin Support** - Behaviour

**Responsible to:** Assistant Headteacher for Behaviour & Attendance

**Responsible for: -**

**Terms:** Grade 3, SCP 4-6, 12 hours per week, 39 weeks per year

Days/hours to be mutually agreed

# Main Purpose:

Administrative to work under the instruction/guidance of the Pastoral Team to support the delivery of robust protocols and reporting systems for Behaviour and Attendance policies and procedures.

This is a key role within the relationship structure of the school.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### Specific Responsibility

#### To provide general administrative support for the Assistant Head Teacher and the wider safeguarding team including phone calls, emails, reports and other communication.

#### To work alongside the Heads of Years (DSL) and Attendance Officer, filing and supporting with administration of students on report

* Collate Detention After School (DAS) data, issue student lists to staff via email and issue notice communications to parent/carer
* Analysing behaviour and exclusion data
* To comply with policies and procedures in respect of:

#### Safeguarding/Trauma Responsive

#### Health, safety, and security

#### Confidentiality

#### Data protection.

#### To contribute to:

#### Raising awareness of safeguarding/trauma Response

#### Manage the procedures for reporting cases

#### Establishing a safe environment for students by maintaining and improving safeguarding standards and developing a trauma responsive culture.

#### Support students during vulnerable or challenging times.

* To assist with administration of Relationship teams’ intervention processes such as Managed Moves and alternative provision applications
* Attend multi-agency meetings when necessary and as directed by the Senior Leadership Team
* To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development.
* To actively engage in the performance development and management process
* Support and collate information around the rewards and recognition system

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder) Date:

Signed (Headteacher) Date:

**Essential experience, skills and personal qualities**:

* Knowledge/experience of Microsoft Office (Outlook, Word & Excel)
* Excellent communication skills, both oral and written
* Strong attention to detail
* Ability to prioritise
* Ability to multi-task
* Initiative and ability to work without direct supervision
* Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner
* A team player who is happy to go beyond their own responsibilities to help others at busy times

**Desired experience, while not essential, the following would be an advantage:**

* School experience and knowledge of school processes
* Previous experience of SIMS