



PINCHBECK EAST CHURCH OF ENGLAND AND SURFLEET PRIMARY SCHOOLS

Our Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

JOB DESCRIPTION – PASTORAL ADMINISTRATOR

RESPONSIBLE TO: Business Manager

PURPOSE OF JOB:

To assist in the effective administration to our schools, particularly relating to pastoral care for all of our pupils.

MAIN RESPONSIBILITIES, TASKS AND DUTIES:

- To provide administrative support including filing, word processing, telephone messaging and reprographics.
- To attend meetings, taking notes/minutes as required.
- To assist in the organisation of school activities/events.
- To assist with the administration of attendance and assessment monitoring/reporting.
- To use computerised Scholar Pack MIS to input and manage data..
- To be responsible for the accuracy, completeness and validity of SEN returns and EHCP applications/documentation.