



PASTORAL ADMINISTRATOR

JOB DESCRIPTION

Job Title: Pastoral Administrator

Location: Bohunt School Worthing

Responsible to: School Administration Manager

Liaises with: All relevant staff, students and parents

Job Purpose

The purpose of this role is to provide practical and administrative support for the pastoral welfare of Bohunt students, including medical care to students.

Main Duties

Student Welfare

- Provide first aid response to students when necessary
- Record and maintain medical records, ensuring confidentiality guidelines are adhered to
- Same day parental/carers contact (when necessary) informing of any medical attention their child has received while in school
- Clear communication with relevant staff, ensuring students' medical needs are managed in a confidential manner

Administration

- To maintain and amend student records, using SIMS
- Liaising with parents/carers through reception/telephone duties
- To provide reprographic support when needed
- To provide administration support to the school admin team as and when directed.

General

Undertake any other reasonable requests from key members of staff to ensure the smooth running of the school reception.

October 2017