Pastoral Administrator

Reference	LATPAD2627
Location	The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA
Salary	LATS1 £23,660.00 (FTE if worked 35 hours; 52 weeks per year) pro rata
Working hours per week	Part-time = 20 hours per week (pattern to be negotiated between core school hours of 8.10 - 15.50)
Working weeks per year	Part time = term time + 1 (5 days CPD)
Contract type	Full time, permanent
Start date	ASAP
The employer	The Lotus Academy Trust
The school	The Damara School
Contact	office@lotustrust.org.uk / 01842 773673 (for an application pack, informal chat, to book a visit)

Main Purpose of the Role

The Pastoral Administrator will provide comprehensive administrative support to the school's pastoral, safeguarding and compliance functions. The post holder will lead on the administration of educational visits, EHCP reviews, examinations and health and safety compliance processes, ensuring statutory requirements are met and accurate records are maintained.

This role offers flexibility in working days and hours. Applications from candidates seeking a job-share arrangement will be considered.

Hours of Work

20 hours per week
Term-time plus agreed additional days
Flexible days and hours to be agreed
Job-share applications welcome

Key Responsibilities

Educational Visits and School Trips

Coordinate all administrative aspects of school visits and educational trips.
Maintain trip documentation, permissions and registers.
Ensure risk assessments, emergency information and safeguarding requirements are completed.
Liaise with staff, venues, transport providers and families.
Maintain accurate records and compliance documentation
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EHCP Reviews and SEND Administration

Coordinate annual review meetings for Education, Health and Care Plans.
Prepare review documentation and distribute reports within required timescales.
Liaise with families, professionals and local authority representatives.
Maintain accurate SEND records and update systems accordingly.
Track review deadlines and statutory requirements.

Examinations Administration

Support the planning and administration of internal and external examinations.
Support maintenance of examination entries and records.
Support coordination of examination timetables and access arrangements.
Communicate examination information to pupils, families and staff.
Ensure compliance with examination regulations and procedures.

Health and Safety Compliance Administration

Maintain records relating to statutory compliance activities.
Monitor inspection schedules, servicing records and certification.
Support the administration of fire safety, first aid and premises compliance systems.
Maintain compliance trackers and report actions requiring attention.
Assist leadership with health and safety documentation and audits.

Pastoral Administration

Support pastoral and safeguarding administration processes.
Maintain accurate pupil welfare records.
Produce reports and correspondence as required.
Liaise professionally with families and external agencies.
Assist with attendance and behaviour administration where required.

General Administration

Provide administrative support to school leaders.
Prepare meeting paperwork, minutes and reports when required.
Maintain confidential records and documentation.
Undertake other reasonable duties consistent with the grade and purpose of the post.

Person Specification

Essential Qualifications

GCSE English and Mathematics (Grade C/4 or above or equivalent).

Essential Experience

Experience in administration within a professional environment.
Experience maintaining accurate records and databases.
Experience working with confidential information.

Essential Knowledge and Skills

Excellent organisational and planning skills.
Strong attention to detail.
Ability to manage multiple deadlines effectively.
High standard of written and verbal communication.
Good IT skills including Microsoft Office.
Understanding of confidentiality, safeguarding and compliance requirements.

Desirable

Previous experience within a school or education setting.
Experience administering educational visits, SEND processes or examinations.
Knowledge of EHCP review processes.
Knowledge of health and safety compliance administration.

Personal Qualities

Professional and approachable manner.
Ability to work independently and as part of a team.
Reliable, flexible and adaptable.
Commitment to supporting pupils and families.
High standards of integrity and confidentiality.

Safeguarding

The Lotus Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance, satisfactory references and all other required safeguarding checks.

The responsibilities within this role may be adapted to reflect the needs of the school and the strengths of the successful candidate.