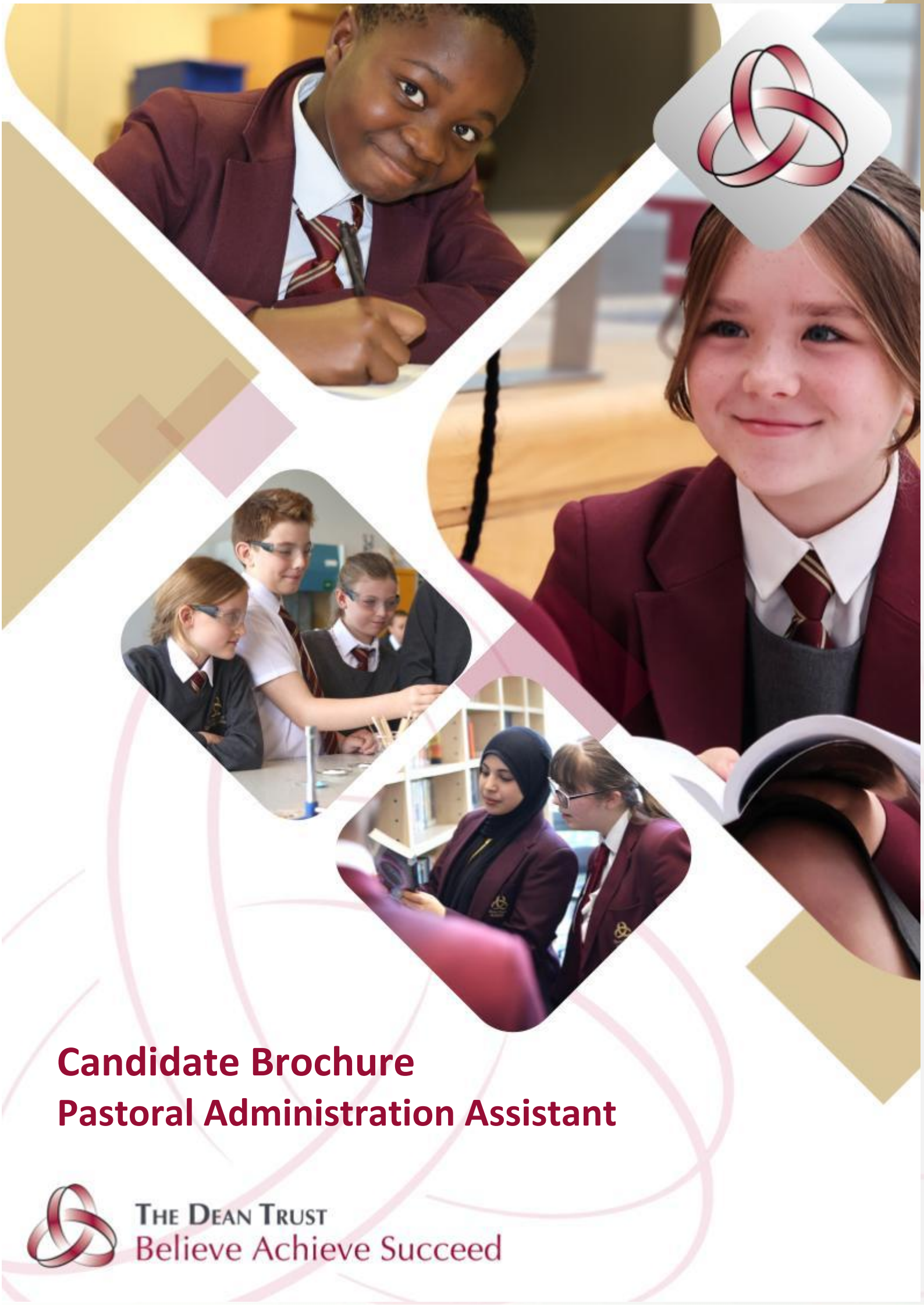




Candidate Brochure

Pastoral Administration Assistant



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Band 3 (SCP 6-11) £25,598 - £28,142

Actual Salary: £13,412.12 to 14,523.22

START DATE:

As soon as possible

WORKING PATTERN:

3 days to be discussed at interview

CONTRACT:

Term time only

LOCATION:

Ashton on Mersey School

RESPONSIBLE FOR:

Pastoral Administration and Careers
Support

ACCOUNTABLE TO:

Head of Business Support & Deputy
Headteacher

Pastoral Administration Assistant

Job Summary

The Pastoral Administration Assistant will deliver high-quality, professional administrative support across key school operations.

Key responsibilities include managing attendance intervention records, administering behaviour systems and detentions, coordinating careers and work experience records (including Gatsby Benchmark monitoring), and providing administrative support to the pastoral and safeguarding teams.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The post holder will work within the Administration Support Team and cover aspects of administration to ensure the smooth running of an organised and efficient department.

The post holder will work alongside the Head of Year to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance and punctuality.

The post holder will have responsibility for ensuring the school fulfils its legal responsibility including preparing and submitting legal documentation and penalty notices including writing and amending EHCP's and annual reviews.

Key Responsibilities

General Administration Support

- Provide general administration support to the school
- Ensure a professional ethos is presented to visitors, staff and pupils at all times
- Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff
- Provide cover for reception (if required)

Attendance Administration

- Support the administration of attendance meetings, panels, home visits and associated processes.
- Produce attendance letters and maintain attendance records and intervention logs.
- Prepare attendance reports and documentation as required.
- Undertake first-day absence calls and follow-up communications with parents and carers.

Behaviour and Pastoral Administration

- Administer detention systems and maintain associated records.
- Maintain records relating to behaviour incidents, removals, suspensions, reintegration meetings and off-site directions.
- Produce and distribute pastoral communications and round robins.
- Maintain records of pastoral interventions, support plans and student welfare concerns.
- Coordinate parental communications and meetings on behalf of pastoral leaders.

- Administer the school's mobile phone management system and associated processes.

Careers and Personal Development Administration

- Maintain records relating to careers guidance, work experience, enrichment and personal development.
- Administer careers and guidance meetings
- Coordinate work experience administration and employer communications.
- Support the administration of career events and activities.
- Maintain records and evidence required for Gatsby Benchmark monitoring and reporting.
- To co-ordinate the documentation regarding Career Plans

Safeguarding Administrative Support

- Coordinate safeguarding and student welfare meetings.
- Prepare documentation and maintain confidential records.
- Provide administrative support to the safeguarding team as required.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
GCSE in English and Maths Grade A* - C or equivalent	✓	
Ability to undertake further training and development as required	✓	
Experience		
Experience of working in a sensitive environment and respecting confidentiality at all times	✓	
Experience of working as part of an administrative team within a busy office environment	✓	
Experience of working in a school environment		✓
Experience tracking attendance data, generating reports, and processing legal forms/penalty notices.		✓
Experience administering behaviour management systems, detentions, exclusions, and Local Authority reporting.		✓
Experience handling confidential safeguarding and child protection documentation.		✓
Experience organising careers events, work experience administration, and Gatsby Benchmark reporting.		✓
Knowledge		
Knowledge of and competency in the use of Microsoft office suite of applications	✓	
Knowledge of how a multi-academy trust operates	✓	
Good understanding of SIMs and reporting production within this system		✓

Knowledge of safeguarding procedures in relation to visitors in a school environment		✓
Knowledge of the essential aspects surrounding school attendance and associated national and local legislation		✓
Knowledge of pastoral systems within a school environment		✓
Knowledge of Evolve pupil visits system		✓
Skills and abilities		
Ability to grasp, assimilate and apply information and concepts quickly	✓	
An enthusiastic, proactive and positive attitude towards young people and the education environment	✓	
Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment	✓	
Ability to consistently produce work of a high standard	✓	
A willingness to undertake all reasonable duties as the role requires	✓	
Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking	✓	
Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level	✓	
Ability to work effectively with a wide range of people and services	✓	
Ability to prioritise workload	✓	
Ability to work to deadlines with excellent attention to detail and accuracy levels	✓	
Excellent time keeping and attendance record	✓	
Articulate and attentive to detail	✓	

How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 08:00 25th September 2026
Interview Date: Week Commencing 28th September 2026

Any queries, please contact a member of the HR Team on 0161 973 1179
option 6 or via email at maxinemills@aom.trafford.sch.uk

