



St George's Academy

**“Aiming high to achieve excellence for all”**

### **ADMINISTRATION/PASTORAL ASSISTANT**

<b>Salary:</b>	NJC Scale 4, pts 7-11, £22,374 to £23,925 (actual).
<b>Hours:</b>	37 hours per week, 42 weeks per year (Usual working hours are 8:00 to 4:00 with an earlier finish of 30 minutes one day per week, to be agreed dependent on Academy needs).
<b>Contract Basis:</b>	Permanent
<b>Closing Date:</b>	9am, Monday 3 June 2024

We are delighted to be able to advertise the above opportunity to work alongside our existing Pastoral teams. This role will be based on our Sleaford Campus.

Key responsibilities will include supporting admissions and integration of students into Years 7-11 alongside a team of pastoral staff and providing a high level of support to students in all matters of day-to-day life beyond the classroom, with first-line concern for their social and emotional well-being.

The successful candidate will ideally have experience in working with students within this age range, have excellent organisational, administrative and inter-personal skills and will work well under pressure. Ability to work on own initiative and also as part of a team is essential, as are excellent keyboard skills, accuracy, attention to detail and the ability to work to deadlines / respond to changing circumstances. Experience of working in a similar role is desirable but not considered essential.

The ideal candidate will hold a minimum of 2 GCSE's to include English and Maths from grade 9-4 (A\*-C) or equivalent or be able to demonstrate a willingness to work towards achieving these qualifications.

Please note that previous applicants need not apply.

St George's Academy is a large, successful, 11-18 mixed secondary school of 2,359 students (including 312 in the sixth form and 518 on our Ruskington Campus) with outstanding facilities in all areas. The Academy serves Sleaford, Ruskington and the surrounding Lincolnshire villages.

If you would like to join a very supportive team in an Academy of enthusiastic and friendly dedicated staff, then we would be delighted to hear from you

**Further details including the job description for the role and application forms are available from our website at [www.st-georges-academy.org](http://www.st-georges-academy.org). Please note that CVs are not acceptable.**

**Should you have any questions or wish to arrange an informal visit to the Academy, you can contact us by email to [jobs@st-georges-academy.org](mailto:jobs@st-georges-academy.org) or by calling 01529 301162. Informal visits are welcomed to all roles and can be offered outside of core school hours where this would be helpful.**

*St George's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. Additional employment checks will also be carried out for all roles in accordance with "Keeping Children Safe in Education Statutory Guidance for Schools and Colleges".*