Shire Oak School, a comprehensive secondary school, was formed in 1970 by merging Shire Oak Grammar School, opened in 1961, with Walsall Wood Secondary Modern School, which had been moved to new buildings adjoining those of the grammar school in 1966. In September 2003 we received designation as a specialist science college.

In April 2011, our school became an 11 to 18 comprehensive converter Academy. In October 2018, Shire Oak Academy alongside Aldridge School, Queen Mary’s Grammar School, Queen Mary’s High School and The Walsall Studio School formed The Mercian Academy Trust.

This is an exciting and innovative time for the Academy and we are looking to appoint an individual who is:

An inspirational and enthusiastic team member.

Clear about what constitutes outstanding outcomes for all students.

A passionate, creative individual who believes in all students’ capacity to succeed and will embrace our ethos ‘Turning Potential into Excellence’.

We can offer you the support of a strong, hard-working team and the opportunity to work with students who meet the high expectations we have of them.

The Academy has been heavily oversubscribed for a number of years and we are incredibly proud of our external examination results.

**Job Purpose:** We are seeking a highly organized and self-motivated Pastoral Administrator to join our team. The successful candidate will support the Pastoral Team with various administrative tasks, ensuring the smooth operation of the department and contributing to the overall ethos and aims of the academy.

**Key Responsibilities:**

* Support the Pastoral Team with administrative tasks.
* Maintain computerised records and management information systems.
* Undertake routine administrative procedures.
* Operate relevant equipment and computer applications (e.g., Word, Excel, databases, SIMS, Internet).
* Provide cover on Reception as and when necessary.
* Organize paperwork and information for the Pastoral Team.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection.
* Attend relevant meetings and participate in training and other learning activities as required.

**Requirements:**

* English and Maths GCSE (C or above/Grade 4 or above).
* Proven experience working successfully as an administrator, preferably within a school/academy environment.
* Strong organizational skills and excellent time management.
* Excellent communication and interpersonal skills.
* Ability to work flexibly and independently.
* Proficiency in using MS Office programmes and school management systems (e.g., SIMS).
* Commitment to safeguarding and promoting the welfare of children.

**Closing Date:** Monday 28th April 2025 at midnight

**Shortlisting:** Tuesday 29th April

**Interviews:** WC 06th May (will be confirmed at a later date)

For a more detailed look at our Academy access our website on www.shireoakacademy.co.uk.

Further details are available by contacting the Headteacher’s PA by e-mail on s.read@soa.merciantrust.org.uk

*The Mercian Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.*

*This position is subject to an Enhanced Disclosure & Barring Service check (formerly CRB) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting www.crb.gov.uk.*