

Brighouse High School

11-18 Comprehensive School

With Academy Status



Pastoral Administrator KS3

35 hours per week – term time only
APT & C Scale 4 Point 7-11
Required from September

To support KS3 Pastoral Leaders and duties will involve:

- Answering and making phone calls on behalf of key pastoral staff
- To take responsibility for routine pastoral matters with targeted students
- To deal with individual or small groups of students on matters relating to well-being and welfare
- Assisting pastoral leaders with typing, filing and other routine administrative tasks
- To provide support to pastoral leaders and on call staff
- Contact with pupils to discuss routine behaviour policy and other issues
- To coordinate and support KS3 events like parents evening, awards celebrations and curriculum events.
- To assist in the co-ordination of pupil transition from Year 6 to Year 7

The successful applicant will have working knowledge of Excel, word-processing or equivalent and a knowledge of Bromcom packages would be an advantage.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure & Barring Service Check.

This is an excellent opportunity to contribute to the continued success of Brighouse High School. In March 2017 OFSTED recognised that we are a school which has high expectations and is uncompromising in working to meet the needs of individual pupils. Inspectors reported that "there is a strong sense of 'togetherness' across the school" and that pupils "feel part of a caring school community that is fully inclusive with a trusting ethos. Pupils feel valued as learners."

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Please email vacancies@brighouse.calderdale.sch.uk for further details and an application pack The information can also be downloaded from the school website: www.brighouse.calderdale.sch.uk

Closing date: Midday on Friday 25th July 2025

Finkil Street, Brighouse, West Yorkshire, HD6 2NY
The school is in an excellent location, only five minutes from Junction 25 of the M62, and easily accessible from Leeds and Manchester.