



PASTORAL ADMINISTRATOR

37 hours per week – 39 weeks per year (0.8559 fte)
(Fixed term for one academic year in the first instance)

Grade 6, Point 9-10

Full-time salary: £23,898 - £24,300. Actual salary: £20,453.63 - £20,797.69

Start date: 27 August 2024

We are looking to appoint a committed and enthusiastic person, who enjoys the challenges of working with young people, to join our pastoral department. As pastoral administrator you will provide confidential and effective support to the pastoral team in the management and delivery of excellent student behaviour and pastoral care, liaising with all school stakeholders, other schools and external agencies as and when necessary.

The successful applicant will be a positive, flexible and motivated individual, with the ability to work to strict deadlines, responding effectively and efficiently to challenges. The environment is diverse and fast changing, so you will need to be able to prioritise, work under pressure and on your own initiative. Excellent communication and interpersonal skills are required, together with a calm and professional approach. Sound IT skills are essential and knowledge of school MIS would be beneficial.

With over 800 students on roll, Ibstock Community College is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we are now at an exciting stage in our development as we complete the process of age-range change to become an 11-16 school.

As students, staff, parents and governors we share the following values and beliefs:-

Resilience
Equity
Success
Pride
Effort
Curriculum
Trust

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All offers of employment will be subject to a DBS check and an online search.

Closing date for applications: 9.00 am on Thursday 4 July 2024

Interviews: Week commencing 8 July 2024

Please visit our website <https://www.ibstockcollege.co.uk/content/vacancies.php>
for an application pack.

For all enquiries, please call 01530 260705 or email jobs@ibstockcollege.co.uk