January 2025

Dear Candidate

Thank you for your interest in our vacancy for the role of Pastoral Administrator - Maternity Cover at De Aston School. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking to appoint an Administrator to join our Pastoral team, for a maternity cover, at De Aston School, for:

* 37 hours per week – Monday to Thursday 8:00am to 4:00pm and Friday 8:00am to 3:30pm.
* 40 weeks per year + 5.6 weeks paid holiday.
* Salary point 9 - £22,084 (FTE: £25,183).

The successful candidate will predominately be supporting the Education Welfare Officer and Pastoral Support Officer with administration tasks, including student attendance. The postholder will also provide some administration support to the Heads of Year and Deputy Headteacher – Pastoral. This will include organising meetings, minuting TAC and PSP meetings, producing relevant pastoral data and supporting with the organisation of new starters and parent’s evenings.

The successful candidate will have:

* Grade C/4 or above in GCSE English and Mathematics.
* A very good command of the English language.
* Strong communication, organisational, and ICT skills.
* The ability to multitask and cope well under pressure.
* Effective time management and prioritising skills.

We offer:

* A friendly, welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Excellent CPD opportunities.
* An outstanding reputation.
* Good work/life balance.

We are a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”

“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”

Pastoral care is extremely important to the success and well-being of our students. You will be working alongside a highly motivated pastoral team, consisting of the Heads of Year, Education Welfare Officer, Pastoral and Behaviour Support Officers, and School Counsellor. You will report to the Deputy Headteacher in charge of student guidance and well-being who line-manages the team. The pastoral team works closely together to achieve the best progress and success for our students.

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is.

We are proud of our success at receiving Careers Mark Gold and ESU Affiliate status. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relatively small size of the town.

The successful candidate may be assured that they will be working as part of a committed school staff and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk) or 01673 840 828, should you require any further information, or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Wednesday 22nd January 2025**. With shortlisting taking place on Wednesday 22nd January 2025and the interviews being held on **Wednesday 29th January 2025.**

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk). Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Deputy Headteacher

Salary Point: 9

**Main Purpose of the Role:**

* To undertake clerical and administrative duties with regard to student attendance and pastoral care.

**Core Responsibilities and Tasks:**

* To assist in the compilation of such reports, records and assessment of data as may be required by the school, governors, including attendance, PSP, CIN and TAC referrals.
* To organise TAC, PSP, CIN, CP or any other relevant pastoral meetings as directed.
* To assist in the analysis of school attendance registers. To maintain such records as may be required including leavers.
* To complete first day calling on a daily basis and ensure all registers are complete and an accurate record of attendance.
* To input data onto Sims, or other software, as required.
* To liaise with parents/carers as directed regarding issues relating to individual students, including the investigation of absences. Collate and file attendance data.
* To analyse and produce reports regarding attendance.
* Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.
* To assist the Deputy Headteacher – Pastoral and Heads of Year with administration duties, including uniform and confiscated items.
* To invigilate examinations, if required.

**General:**

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* Grade C/4 or above in GCSE English and Mathematics.
* A very good command of the English language.
* Strong communication, organisational, and ICT skills.
* The ability to multitask and cope well under pressure.
* Effective time management and prioritising skills.

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**Personnel Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in a Pastoral Administrator. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training | 1. GCSE level grade 4/C in English/mathematics. | A | Essential |
| Skills and level of experience. | 1. A very good command of the English language 2. Strong communication, organisational, and ICT skills 3. Worked in an office environment/school environment. 4. Knowledge of Sims. 5. Effective time management and prioritising skills. | A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Desirable  Essential |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children. 5. Open to sharing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Ability to multitask and cope with interruptions. 8. Able to establish and maintain good professional relationships with learners, parents and colleagues. 9. Experience of working successfully and co-operating as a team member. 10. Able to work on own initiative. 11. The ability to work with outside agencies in the integration and support of students. 12. Ability to communicate effectively and professionally with other stakeholders. 13. Ability to organise work for students. 14. Commitment to continued personal development. 15. Enthusiastic and hardworking. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors | 1. Flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I | Essential |

**Key:**

A = Application

I = Interview

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