

Pastoral Officer

Job Vacancy



Are you passionate about providing the very best for children?

Would you like to be part of our friendly and supportive 'Team St Lens'?

If so, this job could be for you!

St Leonards CE Primary Academy are looking to appoint a Pastoral Officer. Our popular, inclusive Church Academy, which is part of The Diocese of Chichester Academy Trust, was graded by Ofsted in October 2021 as 'Good' in all areas.

The successful candidate will be joining a strong and supportive team.

The Pastoral Officer will work alongside the Senior Leadership Team and Senior Administrator, to improve school attendance, punctuality and lead the maintenance of good behaviour through effective working with pupils, families and outside agencies.

The Pastoral Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies, maintain high levels of confidentiality and the staff code of conduct.

Our ideal candidate will:

- Have experience of working with primary school aged children in a range of contexts
- Be educated to A Level, HND standard or equivalent or able to evidence ability at an equivalent level
- Be dedicated to providing a secure learning environment where children can thrive
- Be effective in establishing positive, professional relationships with pupils, staff and parents
- Have excellent written and oral communication skills
- Be polite, friendly with a positive attitude
- Have excellent time management
- Possess attention to detail
- Be prepared to have a flexible approach to working and learning
- A sense of humour and a willingness to learn
- Ensure professionalism at all times
- Be kind and patient

We can offer you a friendly, supportive school and opportunities for professional development as well as a caring Christian community.

The position is for 37 hours per week Monday to Friday, term time only (including INSET days), plus 2 weeks during the holiday periods.

You will be paid on the Single Status pay scale Grade 10 (scale point 26-28) £35,252 to £37,667 pro-rata, per annum (Actual salary £32,018 - £34,211)

The academy has a commitment to equality and diversity and encourages recruits from a diverse background to apply.

If you would like further information about our school please visit our website, www.stlens.org. If you would like to arrange a school visit or have any questions, please email Melissa Davey our Business Manager at mdavey@stlens.org Unfortunately, CV's will not be considered.

Closing date: Monday 31st March 2025 @ 9am

Interview date: Friday 4th April 2025

Start Date: ASAP (upon receipt of satisfactory references and checks)

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.