



Pastoral Support Administrator

Required as soon as possible

Blessed Edward Oldcorne Catholic College is an outstanding Catholic school committed to ensuring all of our students excel spiritually and academically. Our vision is that all members of our community play their part in making the world a better place. In order for society to flourish we must be people of good character as described by our college virtues.

Blessed Edward Oldcorne Catholic College is a popular and well respected school which is always oversubscribed. Parents recognise that we are an inclusive community which values all our students equally, regardless of their background.

The college places great emphasis on the pastoral care of our students and this is one of the main reasons why parents choose to send their children to us. Our pastoral care system is an integral part of our Early Help offer. The successful candidate would work closely with our Heads of Year and Assistant Headteacher for Behaviour and Attitudes. A large part of this role is administration including tracking and the production of data to allow early identification of students needing support. This role will also involve some interaction with students in a variety of ways.

In return our college can offer you a welcoming and inclusive environment with a culture of openness and transparency. We place great emphasis on the wellbeing of our staff and offer a number of benefits to support this. You will also benefit from support, mentoring and development tailored to you. Staff flourish at Blessed Edward Oldcorne Catholic College and we offer ongoing career advancement for staff at all levels.

Blessed Edward Oldcorne Catholic College is a very special place. Our students are friendly, enthusiastic and eager to learn. Staff are caring, supportive and dedicated to finding the true potential in each and every one of our students. If you share our commitment to ensuring every student achieves their best, please get in touch.

Please see our website for further details and an application form.

Closing date: 10.00am on Tuesday 23 September 2025. Completed applications should be returned to Mrs Kay Taylor, Headteacher's PA before the closing date: ktaylor@blessededward.co.uk.

Please note, we do not accept CVs. Early applications are encouraged as we reserve the right to close the vacancy early if a suitable candidate is found. Applications from all faiths and non-faiths will be equally considered.

Greg McClarey
Headteacher

