



CLAREMONT HIGH SCHOOL ACADEMY

PASTORAL SUPPORT ASSISTANT

Full Time: One year contract initially, subject to reviews
Salary Scale 4 Point 7 £20,444 p.a. (£17,486.61 p.a. pro rata)
35hrs per week Term Time only

The successful person must have practical experience and knowledge of data input, appropriate software programmes and very good IT skills, together with a minimum of 5 GCSE's including English and Maths.

The successful person must be hardworking, highly organised and methodical, with excellent attention given to detail. The ability to support data input and management, HR, senior staff and prioritise a busy workload is essential in this large organisation. You will also be working with a wide range of pupils with varying attitudes to behaviour and learning and be expected to meet deadlines efficiently whilst dealing with interruptions.

For this post you will be dealing with a variety of people at all levels, so you must be an effective communicator, with strong interpersonal skills and a willingness to work as part of a team and the flexibility to work after school.

Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

To apply:

All application forms and post details can be found on our website:

www.claremont-high.org.uk.

All applicants must:

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of the role you are applying for.

Please email your applications FAO Ms Panchal, the Headteacher's PA to:-

daxa.panchal@claremont-high.org.uk / admin@claremont-high.org.uk

Closing date: 12pm on Monday 23rd May 2022

Claremont High School Academy is an Equal Opportunities Employer.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.



EXECUTIVE HEADTEACHER / HEADTEACHER: Ms N. Hyde-Boughey

CLAREMONT AVENUE, KENTON, HARROW, HA3 0UH

TEL: 020 8204 4442 FAX: 020 8204 3548 email: admin@claremont-high.org.uk www.claremont-high.org.uk

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