



KESTEVEN AND GRANTHAM GIRLS' SCHOOL
JUDGED AS OUTSTANDING BY OFSTED (September 2023)

Required from September 2024

Pastoral Support Assistant

Full-time, 37 hours per week, 40 weeks per Year

G4.9 – G4.12 Pro Rata Actual Annual Salary £20,956.92 - £22,032.26

We are seeking to appoint a dynamic, well-organised, reliable and self-motivated Pastoral Support Assistant with the ability to work to meet deadlines. Working 37 hours per week during term time (preferably 8.15am to 4.15pm with half an hour for lunch, with one day finishing at 3.45pm). In addition to term time days, you will be required to work INSET days, two Thursdays in August (A Level and GCSE results day) and two Saturdays in September (11+ days).

You should be:

- Flexible in your approach to working in a busy environment
- Organised and have a meticulous manner of work
- Effective in your verbal, written and IT skills
- Approachable, proactive and have a strong can-do attitude
- Enthusiastic with excellent people skills and enjoy being an integral part of a strong team

Main duties will include:

- Assisting the pastoral administration team in the provision of clerical and administrative duties
- Helping and supporting the Heads of Year, the Deputy Headteacher and the Headteacher
- Talking to parents and problem solving on their behalf in relation to student issues
- Awareness of safeguarding issues
- Looking after sick students and making decisions with parents as to whether to send a student home owing to illness
- Administering first aid to students and staff and maintaining a first aid qualification

Closing date for applications: 9am, Wednesday 19th June 2024

Interview Date: Friday 21st June 2024

Please note that KGGS reserves the right to interview and make an appointment prior to the closing date.

Application forms and further information can be downloaded from our school website. Please return application forms and covering letter (no more than 2 sides of A4) to:

Elizabeth Dixon, PA to the Headteacher
KGGS, Sandon Road, Grantham, Lincolnshire NG31 9AU
Telephone: 01476 563017 Ext 172
E-mail: staffedixon@kggs.org
Website: www.kggs.org

This school is committed to safeguarding and promoting the welfare of children consequently an enhanced Disclosure and Barring Service Check (DBS) will be required.

All applicants are invited to complete the Diversity and Equal Opportunity Monitoring Form, which should be returned to staffedixon@kggs.org