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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**Pastoral Support Team**

The Pastoral Support Team comprises of a Pastoral Support Lead, five Pastoral Support Officers (PSO), an Attendance Engagement Officer and an Administrative Assistant. In addition to being part of the Pastoral Support Team, PSOs are also part of a multi-disciplinary year team that incorporates a Year Leader, a Student Advocate and nine Form Tutors.

PSOs are highly skilled administrative professionals who contribute to ensuring each year office runs efficiently and effectively. They are responsible for the day to day running of a busy year office and provide administrative support to a designated year team. PSOs manage a varied range of administrative duties relating to all aspects of home/school communication, student behaviour, attendance and punctuality, collation of pastoral data and support with the planning and organisation of year specific events.

This office-based role is well suited to a proactive individual who is highly organised, proficient using a variety of computer systems including Microsoft Excel and can communicate effectively, professionally and confidently over the telephone.

We are keen to develop our team further with the introduction of a diligent, hardworking and adaptable individual who prides themselves on having high levels of organisation, an ability to prioritise a demanding workload, a thorough attention to detail and the propensity to establish strong working relationships that will effectively support the school community as a whole.