

Principal Mr Mike Hoffmann
Budmouth Academy, Weymouth
Chickerell Road,
Weymouth
DT4 9SY
Telephone (01305) 830500

Schools Pastoral Admin Officer

Start date: ASAP
35 hours per week
Term Time Only + Inset Days + 2 weeks in the holidays – 46.73 weeks per year
Grade E Points 7 - 11
Salary - £17,035

We are seeking to appoint an engaging and confident individual to join our school as a Schools Pastoral Admin Officer.

The ability to self-manage a range of conflicting deadlines and to prioritise workload is very important. You will need to be organised, methodical and conscientious.

In the role of Schools Pastoral Admin Officer you will be providing full administration support for the Heads of Schools and the Pastoral Vice Principal.

You will be responsible for setting up and organising specific events for all year groups.

You will also be required to provide members of the Senior Leadership administrative support for some events/projects.

Budmouth Academy Weymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to have an Enhanced DBS check in line with the government's safer recruitment guidelines.

Budmouth Academy also values the diversity of our workforce and welcome applications from all sections of the community.

Full Information pack and application form can be found via the Budmouth website www.budmouth-aspirations.org search job vacancies and the link will take you to our ETeach Careers site.

For further information please contact ???? at the above address.

Closing Date: XXXX Interview Date: TBC

If applicants have not received a response from the school by XXX they can assume they have not been successful with their application.