

Job Title: Pastoral Administrator

Grade: LBR 4, scale point 7 to 10 - Pro rata actual salary range £14,825- £15,508

Hours of Work: 22.5 hours per week
Term time only

Responsible to: PCC Administration Manager
Required: as soon as possible

We are looking to recruit an outstanding individual to join our Pastoral Administration Team to assist the smooth running of the school duties include the provision of clerical and administrative support, dealing with enquiries from students, parents, staff and external agencies and some and day to day first aid provision.

Candidates should have excellent ICT skills and experience of working in a busy and demanding environment. Candidates do not need to have worked in a school environment before you do need to have a commitment to improving the education and life chances of our pupils.

You will need to be able to show good interpersonal skills and a commitment to children's wellbeing. This role offers an opportunity to play a significant part in our wonderful inclusive school community. It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach.

We are justifiably proud of our recent 'Good' Ofsted judgement which recognised our positive learning environment, caring community and 'strong culture of safeguarding'. Our students "conduct themselves in a calm and orderly manner around school and behave well in lessons" (Ofsted, June 2022). Our high aspirations for all students were recognised by Ofsted through our commitment to provide an exceptional education for all of our students.

A key strength of Caterham High is our community. We are a values-driven community that upholds five core values as part of The Caterham Way: Believe, Connect, Innovate, Persevere, and Excel. These values serve as a guiding force for both staff and students, shaping the culture and environment of the school. As an East London school, we celebrate our diversity rigorously promoting inclusivity and equality.

We look to provide development and training opportunities for all staff. Appropriate training and guidance will be provided for this post holder so that they can fulfil all aspects of the role.

Caterham High School is well-equipped and has good facilities. We also have two Provisions: one for Deaf children and one for children with Autism. We believe that our facilities are an essential component of our students' education, and we take pride in maintaining them to a high standard.

Headteacher: Ms Belinda Chapple
Caterham Avenue, Ilford, Essex, IG5 0QW.

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Our staff are well known as friendly and welcoming. The senior team seeks to support good health and wellbeing for all staff. There are staff activities such as football, badminton and textiles. Staff have free access to our fitness suite and free parking.

Please visit the website to find further information and videos about Caterham High.

Completed application forms should be e-mailed to recruitment@ecaterham.net by Friday 26th January 2024.

Interviews will be scheduled in the week beginning 29th January 2024

However, please note, the school will assess applications immediately on application and reserves the right to interview and appoint a suitable candidate before the closing date, and/or shortlist via online activities.

Currently the expected work pattern would be Monday, Wednesday and Thursday from 8.30am – 1pm and Tuesdays and Fridays from 11.30am until 4pm. There is some flexibility with the hours that can be discussed during the interview.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Further details are available from the LGA guidance note. If you would like to discuss this further, please contact the school.

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