



Pastoral Administrative Assistant



“A great school at the heart of the Ormskirk community”



Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust family.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Our School

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School, a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Burnham
Head of School

Advert – Pastoral Administrative Assistant

We now have an amazing opportunity to join our school and become part of the community impacting positively on young people's lives. We are looking for a professional and dedicated Admin Assistant to support our Pastoral team and students at Ormskirk School.

The role will involve taking a leading role on the administration of the school's pastoral and behaviour department, working directly with students and staff to support the implementation of our pastoral and behaviour systems.

The successful applicant will be a positive, flexible and motivated individual with personal drive. You will have a calm, organised nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges. You will be able to communicate confidently and effectively, in varied situations. You will have the ability to work both as part of a team and independently, maintaining a positive and successful working relationship with colleagues.

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

In return we can offer you:

- An opportunity to become part of a growing Multi-Academy Trust
- A truly supportive and encouraging team
- A fantastic local government pension scheme
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

This post is full time, permanent and term time only plus two weeks

To apply for this vacancy please complete an online application on TES. Please find the link for this on the vacancies page of our website.

Applications should be submitted by 12pm on Friday 5th May 2023

Interview dates to be confirmed.

If you require any further about this role please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or on 01772 817904

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role.

Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

Due to the high volume of applications received, we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check. Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description – Pastoral Administrative Assistant

JOB DESCRIPTION	
JOB TITLE	Pastoral Administrative Assistant
GRADE	Grade 5 SCP 6-11
SALARY	£21,968 - £24,054 per annum
PRO-RATA	£19,552.67 - £21,409.32 per annum
LOCATION	Ormskirk School, Wigan Road, Ormskirk L39 2AT
HOURS PER WEEK	37 hours per week Monday to Thursday 8:30am – 4:30pm Fridays 8:30am – 4:00pm
WEEKS PER YEAR	Term time only plus 2 weeks – Inclusive of 5 inset days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Pastoral and Behaviour Team Leader

ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

JOB PURPOSE

To take a leading role on the administration of the school's pastoral and behaviour department. Working directly with students and staff to support the implementation of our pastoral and behaviour systems.

To assist on the administrative support to the school.

MAIN ACTIVITIES

- Taking an operational lead on the implementation and maintenance of the school's Pastoral and Behaviour administrative systems
- Liaise with teaching and support staff where applicable
- Collate and deliver work as required to students working in alternative settings
- Assist in maintaining contact with students' families/carers when required
- To offer daily support the Pastoral and behaviour team on all administrative tasks relevant to the smooth running of the department
- Manage the supervision of students excluded from or not otherwise working to a normal timetable
- Collate information and maintain student records
- Provide routine clerical/administrative support
- To contribute to the collection of pupils from classrooms and escort to the Personal Development Centre
- To ensure appropriate work is available for students that have been removed and are on internal exclusion
- Maintain good working relationships with students, staff and parents to ensure positive outcomes for students
- Undertake reception duties including answering telephone and responding to routine queries and enquiries: greeting visitors, room bookings
- To undertake any additional identified training as appropriate to better support you in your job role
- Ordering supplies and equipment/maintain stock.
- Be competent in use of Microsoft Office packages

Support for the School

- To undertake lunchtime duties
- To attend staff training as appropriate
- To assist with home visits as and when required with use of own car (mileage will be reimbursed where appropriate)

- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Headteacher

NOTE: In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Agreed by: Chief Executive Officer (CEO)

Person Specification - Pastoral Administrative Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	E	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
Experience of working within a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to relate well to young people	E	AF/I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Excellent oral and written communication skills	E	AF/I
Time management skills	E	AF/I
Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I
Ability to work accurately under pressure and to tight deadlines	E	AF/I
Efficient, meticulous and well organised	E	AF/I
Knowledge of concept of confidentiality	E	AF/I
Standard office practices and procedures	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I

OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I