

St Alban's Catholic High School



“Learning, Respecting, Caring”

PASTORAL SUPPORT ADMINISTRATOR

Permanent Post: Required as soon as possible
30 hours over 5 days per week
39 weeks per year (term time plus PD days)
Grade 3 Point 7-11 £25,584 - £27,269
(£17,587 - £18,745 Actual)

Required as soon as possible:

The Governors are seeking to appoint an individual that will be part of the strategy for positive learning behaviours at St. Alban's Catholic High School. The PSA will work in a variety of settings within a framework of school expectations and procedures, supporting students and staff within the school community. The PSA will provide effective and efficient general administrative and pastoral support to the school.

Candidates would preferably have previous experience of working with young people within a school environment, must be organised, and an excellent communicator.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

In our latest Ofsted inspection, January 2020, we were judged to be 'Good' in all areas. Inspectors found that *'the schools Christian values have a positive influence with pupils understanding the importance of the school community. They are polite, mature and considerate towards others. They respect and look after each other'*.

All staff have a responsibility and a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.

The full job description, application and other forms are available at:

www.st-albans.suffolk.sch.uk.

Completed application and disclosure forms should be submitted electronically to:

STRecruitment@stalbans-staff.org

Closing date: 10:00am Monday 6th January 2025