



**GREAT HEIGHTS**  
ACADEMY TRUST



**THE MIRFIELD**  
FREE GRAMMAR

*Achieving excellence together*

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Pastoral Administrator across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we continue our journey as part of Great Heights Academy Trust.

*Great Heights Academy Trust strives,  
to always provide an inspirational, positive, and welcoming environment  
where there is a sense of pride and fun and where everyone works together  
with confidence, enthusiasm, and mutual respect.*

*We aim to nurture academic, personal, spiritual and social  
development in a caring and professional manner  
so that all achieve their full potential  
and all can reach GREAT heights.*



## **Pastoral Administrator**



CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Pastoral Administrator at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller  
Principal



## Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in administration and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students at all levels.

## About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G** Great teaching and learning opportunities for all in the partnership

**R** Real life opportunities to develop an understanding of the wider world

**E** Enthuse a love of learning and mutual respect

**A** Academic development to nurture potential for all

**T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



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## JOB DESCRIPTION

<b>Position:</b>	Pastoral Administrator
<b>Department:</b>	Admin
<b>Pay range:</b>	Grade 7 (point 14-17)
<b>Hours of work:</b>	37 hours per week, term time plus 15 days
<b>Responsible to:</b>	Deputy Principal Character Development

### Duties and Responsibilities:

To build effective relationships with parents/ carers and implement the school's communication policy.

To be the first point of contact for all parent enquiries, both telephone and email, providing courteous, professional, calm, and friendly support for parent/ carers.

To keep an up-to-date central log of all parent enquiries and action taken.

To liaise with members of staff to answer parent enquiries within the set timescales, and/ or ensure staff have provided answers.

To seek guidance from senior members of staff where necessary.

To create weekly reports for the senior team in line with the responsibilities of the post.

### Other Duties:

To support the Pastoral Team in making telephone calls to parent/carers as required.

Assist with after school events including Parent Evenings.

Any other duties commensurate with the post.

### General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

**Membership of the Trust:**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification:** Pastoral Administrator

**Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Business or Administration qualification		✓	A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A minimum of 2 years' experience in an administrative role	✓		A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Experience of working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of using Word, Excel, and Outlook	✓		A/I/R
Experience of working within a busy, diverse environment	✓		A/I/R
Experience of working and communicating with external agencies		✓	A/I/R
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the Trust, parents, and students.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
Able to identify customers' needs quickly and deal effectively with enquiries	✓		A/I/R
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>



Excellent interpersonal and communication skills both written and verbal	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R
Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R

## ► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

