



**The Mirfield Free Grammar
Pastoral Administrator
Permanent role, 37 hours per week
Term Time plus 15 additional days
Salary - £25,073 (FTE £27,334)**

This is an exciting opportunity to join The Mirfield Free Grammar as an enthusiastic and dedicated Pastoral Administrator. We are seeking to recruit an individual to work within our school who has a passion for education and a commitment to making a difference in the lives of young people.

As the Pastoral Administrator, you will be building effective relationships with parent/carers and be responsible for ensuring the effective implementation of the school's communication policy. Working to support the Deputy Principal for Character Development you will be the first point of contact for all parental enquiries through either telephone or email, providing courteous, professional, calm, and friendly support at all times.

The successful candidate will also be required to carry out other administrative duties to support the pastoral team including and not limited to the making of telephone calls and the logging of safeguarding and behavioural incidents on internal systems. This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. The successful candidate must be able to demonstrate effective Microsoft skills and have the ability to communicate effectively at all levels. A problem-solving attitude to work is essential. Most importantly the successful candidate must have a positive attitude towards team working.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with nine schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

To apply for the position please complete the attached application form and return to Hayley Drummond, Recruitment Officer at h.drummond@greatheightstrust.org.uk

Closing date: Thursday 3rd October, 9am

Interviews: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff 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.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.