



TITLE: Pastoral Support Administrator and PA

WORKING WITH: The Thomas Alleyne Academy

HOURS: 37 hours a week, term time only + 10 days (5 INSET days and 5 days during the Summer Holiday)

LOCATION: Stevenage

REMUNERATION: **E5 - £24,685 - £26,623/ PRO-RATA £21,541 - £23,232 BASIC, PLUS PENSION AND PERFORMANCE-RELATED PAY**

We are currently recruiting for an enthusiastic, committed and reliable administrator to work closely with Support Workers and Heads of Year to ensure the smooth running of the Pastoral office. The post holder will also provide one to one support for the Assistant Headteacher for Personal Development, Behaviour and Welfare.

The successful post holder will thrive in a busy working environment and be able to remain calm and professional under pressure. No two working days are the same, and you should be able to demonstrate how you are able to prioritise tasks and manage your time in your current role. In return, you will enjoy working in a positive working environment as part of an established and motivated team.

The Thomas Alleyne Academy a good school with outstanding leadership and management. It is an increasingly popular and rapidly improving school, which is justly proud of its reputation as a happy, caring and safe community.

Visit our website to hear more from our staff about their experience working at Thomas Alleyne <https://www.tas.herts.sch.uk/vacancies>

Closing date: Monday 29th April 2024 (9am)

Interviews: Wednesday 1st May 2024 (afternoon)

Start Date: ASAP

For further information please visit our website www.tas.herts.sch.uk or to apply please complete an application form and email to Mrs Stella Clark at clarks@tas.herts.sch.uk

Safer Recruitment: Hart Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and provide proof of their right to work in the UK. In addition, Google searches will be conducted on shortlisted applicants.