



# St Alban's Catholic High School



*“Learning, Respecting, Caring”*

## Pastoral Administrator (Part-time)

**Permanent Contract**

Starting Salary Grade 2 Points 3-4  
£18,887 - £19,265 (£10,820 - £11,036 pro-rata)

25 hours per week /39 weeks per year (term time only)  
Monday – Friday 9.15am – 2.15pm

Required as soon as possible:

The Governors are seeking to appoint an enthusiastic and committed individual to provide effective and efficient pastoral support. The postholder will be required to support the Pastoral and Safeguarding Teams through a variety of administration tasks and cover lunchtime reception as needed. Previous experience in a school environment is preferred though not essential.

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.

Closing Date: **10am 20 June 2022**

Interviews: **TBC**

Further details and an application form are available on the school's website:

<https://www.st-albans.suffolk.sch.uk/Vacancies/>

Application **and** disclosure forms should be submitted electronically to : [recruitment@st-albans.suffolk.sch.uk](mailto:recruitment@st-albans.suffolk.sch.uk)

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.