The Warriner School
A member of Warriner Multi Academy Trust
11-18: 1500 on roll
Bloxham, Oxon OX15 4LJ
Telephone: (01295) 720777
E-mail: recruitment.4007@warriner.oxon.sch.uk
Executive Headteacher: Dr Annabel Kay
Head of School: Mrs Sharon Nicholls

Pastoral Administrator
Part Time
START DATE: January 2027

Ofsted Report October 2023: **"Because teachers really care about us, we really care about them,"** What our students said about us.

Do you want to work in a vibrant, rural 11-18 school, which is in the heart of the Oxfordshire countryside, on the edge of the thriving market town of Banbury? The Warriner School has an excellent academic reputation, both locally and more widely, and we are very proud to be an integral part of the community that we serve. Staff have high expectations for all students and work enthusiastically to continue raising attainment and achievement.

The Warriner School is a popular choice for families in the local area and was recently graded 'Good' by Ofsted in October 2023. The role of the Pastoral Administrator allows staff to make a significant impact to the working life of the school by supporting students and staff in a variety of ways.

As a consistently oversubscribed, expanding school we are seeking to appoint a well-qualified, enthusiastic and dedicated Pastoral Administrator, to join our thriving and successful team. This will be a permanent part-time post to work 30 hours per week, Monday to Friday 8.15am-3.15pm to include 1hr unpaid lunchbreak, Term Time only. The grade for this role is Grade 5 Point 5 £26,429 Pro Rata. Actual salary £17,918.

What we are looking for someone who has:

- Motivation and a true passion for all children to achieve their potential
- High expectations of themselves and the young people
- Initiative, dedication, and energy
- Excellent communication, literacy and numeracy skills
- A commitment to team working and understands the importance of strong working relationships

What we offer:

- A school with a clear moral purpose and drive for 'excellence for all our students'
- Excellent opportunities for career progression and development opportunities
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face-to-Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men's Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

Application Procedure
If you would like to discuss the role or find out more, please email Mrs Julie Viggers, Admin & Cover Manager, j.viggers@warriner.oxon.sch.uk. A job description and application form is available from our website: Vacancies - Warriner Multi-Academy Trust (warrinermultiacademytrust.co.uk) or via email recruitment.4007@warriner.oxon.sch.uk

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.

Closing date: Monday 30th November at **1pm**

We reserve the right to close this process early if a suitable candidate is appointed

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.