



**GILLINGHAM SCHOOL, DORSET**

Hardings Lane, Gillingham, Dorset, SP8 4QP

<https://www.gillingham-dorset.co.uk>

11-19 Mixed Comprehensive - 1,700 on roll including 322 in Sixth Form

**ADMINISTRATIVE OFFICER (working within the pastoral hub)**

**30 hours a week (0830 – 1430)**

**Term time only**

Gillingham School are looking to appoint a Pastoral Support Worker to work in our Pastoral Hub. The successful candidate will work with our experienced and supportive pastoral team whose role is integral to the academic, social, emotional and overall holistic development of our students.

Pastoral Support Workers provide emotional support and targeted interventions to help students with their engagement and overall welfare needs: the ability to develop positive relationships is therefore vital to the role. They work alongside Heads of Year, teachers, parents and students. The role will include a mixture of supporting students outside class; co-ordinating intervention groups; being visible in playground at break and lunchtimes; record keeping and administration tasks; liaising with teachers, form tutors and parents as well as dealing with attendance issues. Please refer to the attached Personal Specification document for more details on day to day expectations.

We are committed to continued professional development for all our staff. Successful candidates will receive ample opportunities to train and develop their skill sets.

Gillingham is an ambitious and happy school offering excellent resources and outstanding facilities: we provide extensive support and training for all school staff. Please apply on line via the school web-site <https://www.gillingham-dorset.co.uk>

Closing date: 22<sup>nd</sup> January 2025. Please apply online via the school web-site (<https://www.gillingham-dorset.co.uk>). We are committed to safeguarding the welfare of children and will require the disclosure of any criminal convictions. Gillingham School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. We look forward to receiving an application form from you.