



GILLINGHAM SCHOOL, DORSET

Hardings Lane, Gillingham, Dorset, SP8 4QP

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

11-19 Mixed Comprehensive - 1,650 on roll including 286 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. Improving students' sense of belonging and attendance is a key focus.

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 Personal Specification document below 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: 23 June 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.

Personal Specification

We are looking for an enthusiastic and committed member of staff able to work in a team to provide pastoral support for our students. The successful candidate will work closely with a specific Year Group and Year Team, providing support for both colleagues and students. This is a multi-faceted role that will require the confidence to both work independently and as part of a team.

Candidates should have:

- Suitability to work with and safeguard children, supporting their development and welfare;
- Effective ICT skills, including using spreadsheets, to support their professional role and a willingness to undertake training to use systems such as MyConcern and SIMS;
- Ability to work closely with others including liaising with parents and a range of outside agencies;
- A commitment to continued professional development;
- Good organizational and time management skills;
- Strong written and oral communication skills;
- High expectations and professional standards;
- Perspective, balance and a sense of humour;
- A willingness to undertake a First Aid qualification during school time

Essential

- Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practice;
- Emotional resilience in working with challenging behaviours