



PASTORAL AND SAFEGUARDING ADMINISTRATOR

Kent Range 5 (£22,595 - £23,693) pro rota

37 hours per week, 39 weeks per year, starting as soon as possible

We are looking for a creative and inspirational individual to join our pastoral team to cover for a maternity leave. There is a strong possibility of another similar role at the end of the maternity cover period.

You will need to be confident when liaising with students' families, staff and outside agencies as well as being organised and efficient at record keeping, monitoring and tracking. As this role will also encompass being involved in the administration of safeguarding across the School, an understanding and experience of safeguarding procedures within the educational setting would be an advantage.

The role is a varied one requiring flexibility and a commitment to supporting students' mental health and well-being. You must be supportive of the school's ethos as you will be joining a pivotal element of our staff team.

For further details and a downloadable application form please visit the vacancies section of the school website (www.manwoods.co.uk) or contact the Head's PA, Mrs Kellie Robinson, on head@srms.kent.sch.uk or 01304 610206. Any offer of employment will be subject to receipt of two satisfactory references and a DBS Enhanced Disclosure.

CLOSING DATE: noon on Monday 4 December 2023

INTERVIEWS: the school reserves the right to interview as applications are received

Sir Roger Manwood's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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