



GORDONSTOUN

Broader experiences, broader minds

PASTORAL ASSISTANT

Job Description

Introduction

We have a team of highly trained, key members of staff available for every child or young person at the School. Their primary commitment is to support the wellbeing of children or young people in their care, ensuring that each child thrives and is supported to fulfil his or her potential. This is a key role in the Pastoral team who all work together to ensure the best possible, coordinated pastoral care is provided to children and young people.

Role description:

- To provide a comprehensive, confidential administrative support service to the Pastoral Department where directed
- To provide administrative support to the International Coordinator in respect of Round Square International Conferences; Incoming and Outgoing Student Exchanges and Overseas Projects

General:

- In consultation with the Pastoral Administrator administer the Monitoring and Evaluation programme
- Assist with the administration of the Leave out weekends as necessary
- To manage general student administration such as photo sheets, drinks tickets etc
- To manage the administration of pastoral staffing rotas and duties
- To manage general student administration such as duty teams etc.
- To oversee the Homestay Guardian service.
- To undertake such other duties as are required to ensure the smooth running of the pastoral office.

International:

- Undertake administrative duties as directed by the International Coordinator, involving Round Square International Conferences, incoming and outgoing exchanges and overseas projects.
- Upon receipt of information from the International Coordinator, maintain database on incoming/outgoing exchanges.
- Assist the International Coordinator with arrangements in respect of a range of events for exchange students and Round Square Committee.
- To undertake any other duties that fall within the remit of the international role.

Pastoral Assistant
Person Specification

SKILLS & EXPERIENCE

Essential

- Excellent IT skills including proficiency in all MS Office applications
- Excellent writing, communication and interpersonal skills
- Understanding of and commitment to education

Desirable

- Experience working within a boarding school environment

Safeguarding Information

- Suitable to work with children
- An Enhanced PVG check will be completed on the successful candidate

Personal Qualities

- A proven track record of strong working relationships with colleagues and external contacts
- A positive and proactive attitude to manage a high volume of work
- Calm and effective under pressure
- Flexible with a 'can do' attitude
- A sympathetic and compassionate approach
- A sense of humour

Terms and Conditions

- Reports to Deputy Head Pastoral.
- Part time (25 hours (paid) a week. "Term Time Plus" (to provide support a few days before the beginning and the end of holidays). Preferred days to work are Monday to Friday (5hrs a day but there may be some flexibility regarding the weekly working pattern).
- Some evening and Saturday work may be required with TOIL granted.
- Free lunch in the refectory
- Use of the Sports Centre and facilities.