



WILLIAM BROOKES SCHOOL

FARLEY ROAD, MUCH WENLOCK, SHROPSHIRE, TF13 6NB
01952 728900

www.williambrookes.com

Administrative Assistant: Pastoral

**37 hours per week, term time plus two days
Fixed term until July 2026**

Grade 6 (SCP 7-11)

£26,403 - £28,142 per annum pro rata (£22,459 - £23,939 actual)

Required as soon as possible

We are looking to appoint an administrator to support the Assistant Headteacher for Behaviour and Culture. This role ensures the efficient and effective operation of pastoral systems and procedures within school.

Closing date for applications:

9.00am on Tuesday 10th March

Interviews will be held on Tuesday 17th March

What we can offer you:

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer a range of employee benefits. To find out more information please visit our [Trust Website](#).

An Applicant Information Pack and Application Form can be found on our school website: [Vacancies - William Brookes School](#)

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such shortlisted candidates must complete a declaration including details of any cautions, reprimands or warnings, as well as convictions and non-conviction information. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Any successful candidates offer of employment will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and an Enhanced Disclosure and Barring Service Check before their appointment is confirmed. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment.

In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.

■ Compassionate

■ Accomplished

■ Resilient



'Every individual is in a great school'

