



INVESTORS
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Until 2019

Sixth Form Pastoral Assistant

Job title:	Sixth Form Pastoral Assistant
Grade:	From £17,463 (pro-rata) per annum (depending on experience)
Hours:	35 hours per week (8am to 5pm)
Contract:	Term time only (plus 10 days) extended hours during term time as part of an annualised agreement
Type:	1 year fixed term in the first instance (permanent position may be available following the first year)
Responsible to:	Deputy Headteacher

Villiers High School is looking to appoint a professional, self-motivated, pro-active and organised administrator to work in a busy and fast-paced office and sixth form study environment. The successful candidate will supervise sixth form students during their study time in specific areas and monitor attendance and punctuality data. This role includes generic administrative duties and supporting enrichment activities e.g. work experience, UCAS applications and references etc.

The successful candidate is expected to have excellent IT skills (in Microsoft Office) and strong communication skills. Experience in a busy office environment is highly desirable. Candidates must have the ability to undertake administrative tasks as required for the post and be able to relate to young people and develop strong presence in the study area.

The successful candidate will need to:

- * Be resilient, flexible and demonstrate an ability to work in a busy environment
- * Be methodical, pro-active and have a keen eye for detail
- * Be able to plan, organise and prioritise workload to meet deadlines

In return you will receive:

- * The support of committed, dedicated and friendly colleagues
- * A school which is reflective and striving for continual improvement

Deadline for applications is Sunday 12th May 2019

Interview date will be confirmed once shortlisting has taken place

If you are interested in this role and would like to know more or want to book a visit, please contact Miss Amrit Growan, on 020 8867 9076 or email HR@villiers.ealing.sch.uk for further details including the job description, person specification and an application form. **Please note we do not accept CVs.** We look forward to hearing from you.

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). Further information can be found at: www.gov.uk.