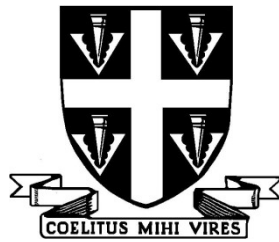


# RANELAGH SCHOOL



## PASTORAL ADMINISTRATION OFFICER



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Dear Colleague

Thank you for your interest in the post of Pastoral Administration Officer at Ranelagh School. In this letter, I aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website [www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

I look forward to hearing from you.

Yours sincerely

**Tim Griffith**  
**Headteacher**

## JOB DESCRIPTION

<b>Job title</b>	Pastoral Administration Officer
<b>Hours</b>	20 hours per week, term time only, plus 3 INSET days
<b>Salary</b>	BGI 6 – 9. Actual starting salary £11,997.20 to £12,565.34 per annum including London weighting
<b>Contract</b>	Permanent
<b>Pension</b>	Eligible for the Local Government Pension Scheme
<b>Accountable to</b>	The post holder will be accountable to the Headteacher and be line managed by, and responsible to, a member of the senior leadership team
<b>KEY FUNCTIONS OF THE ROLE</b>	
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide administrative support for the Assistant Headteacher with responsibility for student support and guidance and the pastoral team</li> <li>• Minute taking for relevant meetings as directed by the line manager</li> <li>• To maintain the counselling waiting list, liaise with counsellors and organise the student counselling sessions</li> <li>• To liaise with the careers adviser and relevant members of the pastoral team to organise appointments</li> <li>• To organise parent-carer consultation evenings</li> <li>• To prepare relevant reports for senior staff, governors and trustees</li> <li>• To support with Year 6 -7 transition, in particular the allocation of tutor groups and the preparation of student information</li> <li>• Safeguarding administration including documentation to new staff, transfer of files at times of transition and new student checks</li> <li>• To prepare relevant Child Protection (CP) and Child in Need (CiN) reviews</li> <li>• To support the preparation for parent/carers information evenings</li> </ul>

## PERSON SPECIFICATION

<b>Qualifications</b>	You will have: <ul style="list-style-type: none"> <li>• GCSE in Mathematics and English Grade 4 / C or equivalent</li> </ul>
<b>Skills and attributes</b>	You will have: <ul style="list-style-type: none"> <li>• Proficient in the use of MS Office apps (Word/Excel/PowerPoint)</li> <li>• excellent written and verbal communication skills</li> <li>• a commitment to inclusion</li> <li>• ability to work collaboratively</li> <li>• excellent time management, initiative and a proactive attitude</li> </ul>
<b>Personal</b>	You will be able to: <ul style="list-style-type: none"> <li>• demonstrate empathy</li> <li>• embrace challenge with enthusiasm and resilience</li> <li>• demonstrate a commitment to team work</li> <li>• manage your time and priorities tasks effectively</li> </ul>

Values	You will be able to: <ul style="list-style-type: none"> <li>• work within the Anglican foundation and ethos of Ranelagh</li> <li>• make an active contribution to a culture of excellence and high expectations</li> <li>• a commitment to your own professional development</li> </ul>
Other	Satisfactory Enhanced DBS Clearance

## ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To ensure that all safeguarding procedures are understood and implemented
- 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 6 Actively to maintain order and discipline in the school as well as to reward good conduct
- 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 8 To attend in service training sessions as appropriate and work with advisory staff
- 9 To liaise with parents and governors as appropriate
- 10 To encourage a stimulating, secure, safe and attractive environment
- 11 Actively to support the school in a public forum

## ETHOS AND AIMS OF RANELAGH SCHOOL

### Ethos

Recognising its historic foundation, the school is committed to preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with churches at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

### **Aims**

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a lifelong process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

### **HOW TO APPLY**

**Please complete the online application form available via the school website:  
[www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)**

**Please note that CVs cannot be accepted.  
No agencies please.**