

**SIXTH FORM ADMINISTRATOR & POST-16 PASTORAL SUPPORT**

**CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL**

Salary: £24,496 - £26,845 pa FTE (**actual salary £21,488- £23,548 pa**) pay award pending

Salary Grade: Grade 4

Hours: 36.40 hours per week Term Time Only plus 10 days

Location: Rochdale Road, Shaw, Oldham, OL2 7SN

An exciting opportunity has arisen at Crompton House for an exceptional Sixth Form Administrator & Post 16 Pastoral Support to work with an experienced and highly motivated team of professionals.

We are seeking to appoint an enthusiastic and committed individual to join our pastoral team. The successful candidate will be responsible to the Head of Sixth Form for the provision of high order administrative and organisational support and will have specific responsibility for monitoring attendance and overseeing the requirements of Post 16 students. Managing internal and external communication with a number of key stakeholders and the provision of pastoral support to Post 16 students are key requirements of the role.

The successful candidate will:

* Be enthusiastic , creative, and resourceful.
* Have the belief that everyone can benefit from and has entitlement to high quality educational opportunities.
* Have the ability to relate to students, teachers, parents, and other professionals.
* Be able to work effectively as part of a team.
* Be resilient, and reliable, with an understanding and respect for confidentiality.

In return, we offer:

* An opportunity to work as part of a professional, highly motivated, engaged, and supportive team.
* A supportive and inclusive staff environment.
* Opportunities for career development
* Enrolment in the Local Government Pension Scheme
* Cycle to Work Scheme
* Employee Assistance Programme – access to a 24-hour advice line offering support on a range of life and work, money, and family issues.

Founded in 1926, Crompton House is an 11 – 18 co-educational Church of England comprehensive school and sixth form with Multi Academy Trust status. Our Multi Academy Trust includes Beal Vale Primary School and is a thriving, diverse and proud community with the vison to allow all children to experience ‘ life in all its fullness’.

Located in pleasant and spacious grounds in Oldham, northeast of Manchester, Crompton House has around 1700 students and has seen recent investment in a state-of-the-art teaching block, as well as new technology, science, art, design technology, food, and sporting facilities. We are a school with a rich heritage and inclusive Christian ethos, setting high standards and expectations for all our students. Our school has a full and varied curriculum; progress and achievement are excellent, with 81% of students achieving grade 4 or above in English and Maths in 2022.

What Ofsted says about Crompton House: “Pupil’s attainment in their GCSE examinations continues to be above the national average. Pupils enjoy coming to school. They like their teachers and work hard for them. They enjoy the wide range of extra-curricular activities that are available to them, and participation is high. Parents and carers are very positive about the school. They feel that leaders ensure that their children are safe and make good progress”

Crompton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment each successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The school will carry out an online search as part of their due diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 220).

**Please note:** Due to safer recruitment requirements, we cannot accept CVs. Please use the application form that accompanies this advertisement.

Application forms should be posted to: Ms Slater at the above address or emailed to [j.slater@cromptonhouse.org](mailto:j.slater@cromptonhouse.org)

**Closing date**: 6th October 2023 at Noon

**Interview Date** 18th October2023