



BISHOP THOMAS GRANT SCHOOL

Pastoral Administrator and Careers Assistant

Required as soon as possible

Hours: 35 hours per week (8.00am – 4.00pm) Monday – Friday
Weeks per year to be decided upon appointment by mutual agreement

Grade: NJC Scale 5, Pts 12-15
Full time (52 week per year) £29,364 to £30,852 or
Term-time only (39 weeks per year) £25,037 to £26,306

Bishop Thomas Grant is an OFSTED Outstanding, 11-18 mixed voluntary-aided, comprehensive high school for Roman Catholic students under the Trusteeship of the Catholic Archdiocese of Southwark. Bishop Thomas Grant School consistently achieves outstanding academic results way above local and national averages in every subject area. Our curriculum equips students with skills for the modern, global world and develops them as independent and critical learners and confident communicators. At the heart of the school is its distinctive Catholic ethos, which in turn is supported by the excellent relationships which exist between staff and students. Our shared vision for the school supported by the staff, students, parents and governors has created a very strong, caring and cohesive community, with Gospel values permeating all aspects of life. The school is committed to the continuous improvement of resources and to the development of staff skills through high quality CPD sessions, the wellbeing of staff is also paramount and opportunities and measures are put in place to ensure this.

We are seeking an experienced, professional individual who will work closely with the Heads of Year and Heads of Department to support students personally and emotionally so that they can achieve their full academic potential. We also require someone to work as part of a team supporting the administration and delivery of the careers programme.

Bishop Thomas Grant School operates rigorous safeguarding procedures. All appointments are subject to a satisfactory Enhanced DBS check and an online background check as outlined in KCSIE 2022 (para.221). Applicants do not have to be Catholic but should be committed to working within the Catholic ethos of the school. For further information regarding the post, please contact the PA to the Headteacher, Mrs Jacqueline Sylvia: jsylvia@btg-secondary.lambeth.sch.uk.

Closing date for applications is 8.00am on Monday 20 February 2023. Please send completed applications to Mrs Jacqueline Sylvia: jsylvia@btg-secondary.lambeth.sch.uk.

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