



DEAN TRUST Wigan

Dean Trust Wigan are seeking to appoint:

Pastoral Admin Assistant

Dear Applicant

Thank you for your interest in the position of **Pastoral Admin Assistant** at Dean Trust Wigan, Greenhey, Orrell, WN5 0DQ.

Salary: Grade 4 SCP 5-8 (FTE £25,583 - £26,824 / Actual £21,909 - £22,971)
Start Date: ASAP
Working Pattern: Monday - Friday 08:00 - 16:00
Contract: Permanent, Term Time Only, plus 1 week
Location: Dean Trust Wigan, Greenhey, Orrell, Wigan, WN5 0DQ

Benefits available at The Dean Trust

- 24/7 access to an Employee Assistance Programme via SimplyHealth
- [Cycle to work scheme](#)
- [Blue Light Discount](#) and [Discounts for Teachers](#)
- [SimplyHealth](#)
- Annual flu jabs
- Access to enhanced family-friendly policies
- Preferential admission arrangements for children of colleagues

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk

Method of Application

To apply please click on the '**Apply Now**' link on the recruitment page of the Trust website or for further information please contact the Human Resources Department at Dean Trust Wigan.

Closing Date

Applications received after the closing time of **08:00am, Friday 9th October 2026** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email office@deantrustwigan.co.uk.
Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job Title	Pastoral Admin Assistant
Reporting To	Senior Leader
Main Purpose of job	To provide administrative and organisational services to the school under the direction and guidance of the Deputy Headteacher
Key Responsibilities:	
• Support the Pupil Services area which includes the overseeing of the pupil toilets during lesson time and maintaining accurate records • To liaise with parents and carers on behalf of the Headteacher and Deputy Headteacher • To maintain pupil files and records including recording on Bromcom • To prepare weekly behaviour reports from Bromcom • Provide administration for Internal Exclusion, Respite and Managed moves • To act as a school first aider • To prepare Fair Access and Appeal data for panels • To process In Year Admission paperwork and induction packs • Provide administration for admissions, exclusions and reporting to the local authority regarding pupils • To support the administration of prescribed pupil medicines, maintain the medical needs register, which includes the administration of health care plans and associated actions, including liaison with healthcare agencies, parents and carers • Liaise with pupils, parents/carers, staff and external agencies, ensuring a professional ethos is presented to visitors, staff, pupils and agencies at all times • Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages • Organise meetings, take notes, process forms, returns, etc., including those to outside agencies • Ensuring the school administration is compliant with statutory guidance • Support school reception as required Individuals in this role may also undertake some or all of the following: • Assist in the administration and organisation of arrangements for school events and visits • Promote excellent attendance, monitor pupil attendance, run reports, preparing and submitting legal documentation and penalty notices • Assist in the administration of writing, amending EHCP's, Health Care Plans, minuting annual reviews and maintaining SEND records • Assist with producing marketing and promotion material for the school • Support the Pastoral Team as required	



All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer, Executive Headteacher and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Qualifications and training	Essential • GCSE in English and Maths Grade A*- C or equivalent • Ability to undertake further training and development as required
Experience	Essential • Experience of working in a sensitive environment and respecting confidentiality at all times • Experience of working as part of an administrative team within a busy office environment Desirable • Experience of working in a school environment • Experience of administration and organisation of arrangements for school events and visits. • Experience of administering pupil attendance, monitor pupil attendance, running reports, preparing and submitting legal documentation and penalty notices. • Experience of administration of writing, amending EHCP's, minuting annual reviews and maintaining SEND records. • Experience of administration for admissions, exclusions, reporting to the local authority regarding pupils. • Experience of producing marketing and promotion material. • Experience of supporting the administration of prescribed pupil medicines, maintaining the medical needs register, the administration of health care plans and associated liaison with healthcare agencies and parents.
Knowledge	Essential • Knowledge of and competency in the use of Google of applications • Knowledge of how a multi-academy trust operates Desirable • Good understanding of Bromcom and reporting production within this system • Good understanding of Google systems • Knowledge of safeguarding procedures in relation to visitors in a school environment • Knowledge of the essential aspects surrounding school attendance and associated national and local legislation • Knowledge of pastoral systems within a school environment • Knowledge of Evolve pupil visits system
Skills and abilities	Essential • Ability to grasp, assimilate and apply information and concepts quickly • An enthusiastic, proactive and positive attitude towards young people and the education environment • Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment



- | | |
|--|---|
| | <ul style="list-style-type: none">• Calmness under pressure• Ability to consistently produce work of a high standard• A willingness to undertake all reasonable duties as the role requires• Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking• Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level• Ability to work effectively with a wide range of people and services• Ability to prioritise workload• Ability to work to deadlines with excellent attention to detail and accuracy levels• Excellent time keeping and attendance record• Articulate and attentive to detail• Self-disciplined and methodical• Ability to develop and grow along with the school |
|--|---|

Desirable

- Can or willing to learn to drive the School's Minibus