



Candidate Brochure Pastoral Admin Assistant



THE DEAN TRUST
Believe Achieve Succeed

Pastoral Admin Assistant

Job Summary

SALARY:

Grade 4, SCP 5-8 (FTE £25,583 - £26,824 pa) £21,909 - £22,971 Actual

START DATE:

ASAP

WORKING PATTERN:

Monday-Friday, 08:00 - 16:00 (37 hours)

CONTRACT:

Permanent, TTO plus 1 week

LOCATION:

Dean Trust Wigan, Greenhey, Orrell, Wigan, WN5 0DQ

RESPONSIBLE FOR:

N/A

ACCOUNTABLE TO:

Senior Leadership Team

The Dean Trust is seeking to appoint a talented and enthusiastic **Pastoral Admin Assistant** to join our dedicated team at Dean Trust Wigan to support our Pupil Services department.

If you have a background in working in Administration, we'd love to hear from you. Previous experience working in a school isn't required - we'll provide the support you need to transition into the role.

Dean Trust Wigan is an 11-16 mixed sex comprehensive school at the heart of our community; a friendly and inclusive school, with high expectations and high standards for staff and pupils alike.

Dean Trust Wigan also holds Rights Respecting Schools Gold status, one of only 4 secondary schools in the North West. The Award recognises achievement in putting the United Nations Convention on the Rights of the Child at the heart of a school's planning, policies and practice. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

The post holder will work with the Deputy Headteacher for Assessment & Reporting and: 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, Respites 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's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 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 Executive Team and/or Headteacher

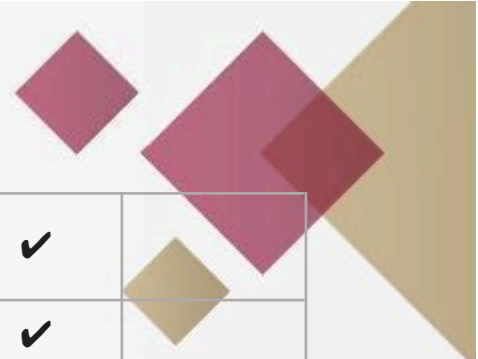
All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
GCSE in English and Maths Grade A*- C or equivalent	✓	
Ability to undertake further training and development as required	✓	
Experience		
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	✓	
Experience of working in a school environment		✓
Experience of administration and organisation of arrangements for school events and visits.		✓
Experience of administering pupil attendance, monitoring 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		
Knowledge of and competency in the use of Google of applications	✓	
Knowledge of how a multi-academy trust operates	✓	
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		
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	✓	
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	✓	
Can or willing to learn to drive the School's Minibus		✓



How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: 08:00am 1st September 2026

Interview Date: To be confirmed

If you have any queries, please contact the HR team on 01942 511987 or email dtwooffice@deantrustwigan.co.uk

