Pastoral Administrator: Application Pack

Temporary Contract, Full-Time (Term-time only)

KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM

Ofsted Outstanding Provider

Opening a World of Opportunities

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Applicant Letter

10th March 2026

Dear Prospective Applicant

This is a fantastic opportunity for an exceptional administrator to join our pastoral team. The post is a temporary contract, working full time, term time only, available immediately, initially until the end of July 2026; the post may be extended beyond this date. We are an outstanding school within a multi academy trust, creating superb pastoral and academic outcomes for students within a culture of care, concern and well-being for both students and staff. KNGS is a happy and caring community, where every student is valued as an individual, their talents recognised and nurtured. Our vision is to 'Open a World of Opportunities' for our students whilst ensuring that everyone in our school community demonstrates respect and courage in order to flourish. This role is key to ensuring that the development of our students is supported by providing effective and efficient administrative support to the pastoral team. Exceptional administration will ensure that wider school processes, procedures and operations run smoothly on a daily basis to aid the functions of the pastoral team.

The successful candidate will be committed to contributing to a team ethos which enables young people to flourish. You will have exceptional administrative skills, be organised, able to prioritise workload and use your initiative. You will be an able communicator both verbally and in writing along with an ability to problem solve whilst maintaining accuracy. You will have administrative experience; experience of working in a school is not essential. Applicants must be committed to working to set processes and procedures, able to work independently yet collaboratively and willing to adopt new ideas. The ability to build and maintain positive relations with students is key, as is professional and effective communication with parents and carers. The appointed candidate will be joining a highly successful team and a supportive and forward thinking school environment.

We offer a cycle to work scheme and an Employee Assistance Programme, the pension scheme has a generous employer's contribution.

You will find information about the post and our school in this pack and on our website. I do hope that having read further and found out more about us that you will choose to make an application; I look forward to hearing from you.

To apply, please submit your application through the 'My New Term' portal which will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. You do not need to submit a separate covering letter. Please note we do not accept CVs and only applications completed on the school's application form will be considered.

If you have any queries relating to the role, please do not hesitate to contact Vicky Hutt, Lead for Student Support and Pastoral Administration, (vhutt@kngs.co.uk). Queries regarding the application process can be sent to Denise Wilson, PA to the Headteacher (dwilson@kngs.co.uk).

Deadline for applications: Monday 23rd March 2026 at 8.00am

Interviews: Date to be confirmed week commencing 23rd March 2026

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. The school is committed to safeguarding children. The post for which you are applying involves working with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, which are not protected, even if they

would otherwise be regarded as spent under that Act. The information you give will be treated in confidence. A check with the disclosure and barring service (DBS) will be carried out at enhanced level for the successful candidate.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely

N. Raggett.

Mrs Nicola Raggett
WMAT CEO and Headteacher

Staffing Structure

Team Structure

The following outlines the structure of our Senior Leadership Team, inclusion and pastoral teams: -

Senior Leadership Team

- Headteacher
- Deputy Headteacher: Curriculum
- Deputy Headteacher: Students
- Assistant Headteacher: Data, Timetable, Examinations
- Assistant Headteacher: Teaching and Learning, Pupil Premium
- Assistant Headteacher: SENDCO
- Associate Assistant Headteacher: DSL (on maternity leave)
- Business Manager (1 day pw)

Pastoral team: Years 7-11 (Line managed by Deputy Headteacher: Students)

- Heads of Year (Teaching posts) x 5, years 7 to 11
- Lead for Student Support and Pastoral Administration (whilst Associate Assistant Headteacher (DSL) is on maternity leave.
- Renewal Room Coordinator and Pastoral Support with responsibility for: -
  - Running the renewal room.
  - Creating and maintaining a well supervised, welcoming and supportive space for meeting students' pastoral needs.
  - Enabling students to make optimum use of learning and reflection opportunities in the Renewal Room through the application of effective behaviour management strategies and co-ordinating high-quality curriculum-linked work.
- Pastoral Administrators x 2 with responsibility for:-
  - Head of Year Administration to support the team
  - Student support
  - Safe and well checks
  - Attendance conversations
  - KS2-3 Transition
- Student Support Assistant with responsibility for:-
  - Student support
  - On-call

Inclusion Team (Line managed by SENDCO)

- SENDCO – Assistant Headteacher
- Assistant SENDCO
- SEND Hub Manager
- Learning Support Assistants (8 staff members)

Job Description

Job Purpose: To support the development of students by providing effective and efficient administrative support to the pastoral team, including Head of Year and Deputy Head Teacher (Students). This will ensure that wider school processes, procedures and operations run smoothly on a daily basis. Duties will include, but are not limited to the following: -

- Support all Heads of Year and Deputy Headteacher in engaging with parents and students: day to day contact and scheduling of appointments with students and parents as required.
- To provide administrative support for transition activities between key stages including from primary school.
- Maintain an accurate record of students on passports, manged moves and off-site directions.
- Prepare paperwork in relation to exclusions, suspensions and reintegration meetings.
- Prepare paperwork for referrals to the network sharing panel or for private managed moves.
- To assist the student support team (behaviour) when required including a short period of daily cover of the renewal room.
- To actively support whole school self-review systems.
- To maintain display areas related to year groups, Houses and pastoral aspects
- To attend and minute meetings with Heads of Year and the Deputy Headteacher (students) or for parental, child in need, looked after child meetings as required.
- General administrative support for the praise system.
- On behalf of the Heads of Year, Faculty Leader and Deputy Headteacher (students), provide administrative liaison with external agencies as required.
- Support for updating SIMS on behalf of the pastoral team such as: -
    - Intervention logs
    - Records of meeting
    - Communication logs
    - Student statements

    (NB: This is not an exhaustive list)
- General duties including filing, production of documents and letters or other similar tasks.
- Input, extract and analyse information from SIMS as required. Maintain data integrity to ensure the accuracy of information inputted on SIMS that relate to the work of the pastoral team.
- School communication systems as required such as the use of text messaging/email systems for communication with parents/carers.
- Using the scheduler for booking meeting rooms and other school resources.
- Creating student reports in the school's management information system (currently SIMS).
- Carry out first aid tasks when required as part of a rota (requirement to be a first aider).
- To be aware of and comply with policies and procedures relating to safeguarding, child protection and health and safety, reporting any concerns to the appropriate person.
- Working closely with the Associate Assistant Headteacher, support school attendance processes in relation to initial student and parent/carer meetings.

Support Heads of Year in achieving the following:

- Have a detailed overview of year groups' whole school data, academic and pastoral progress. Identify those students that require interventions, ensure these are implemented and impact evaluated to ensure academic and behavioural excellence.
- Lead academic and pastoral interventions e.g. Head of Year reports, where appropriate.
- To drive the sense of purpose and urgency to ensure academic and behavioural excellence.
- To take a proactive part in supporting behaviour for learning and attendance.
- To work with parents/carers to ensure an improvement in behaviour, learning and attendance.
- Contribute to the spiritual, moral and cultural developments of students.
- Contribute to praise and rewards, including events and celebrations withing the year group.
- To attend and participate in meeting and CPD and lead training and other learning activities as required.
- Attend appropriate meetings/case reviews as required.
- Year group self-review.
- To participate in the school's arrangements for performance management and continued professional development.
- To meet with students, parents/carers to discuss barriers to attendance and ways to improve attendance, if needed.
- Support staff in maintaining good conduct around school.
- Manage statements: Investigate reported incidents, ensuring effective recording and follow up and communication with staff as required.

Ethos and Values

- Ensure that the school's ethos and values are promoted.
- Contribute to the development of whole school policies and reviews as appropriate.

General

- To carry out other duties as may be commensurate with the grade and nature of the post.
- To participate in the schools' arrangements for appraisal and continued professional development.
- To be first aid trained.

Note

- Support staff working closely with teachers will inevitably be privy to much that is confidential and this confidentiality must be adhered to.
- Compliance with GDPR and data protection.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the holder of the post.
- It is a requirement of the post to have appropriate DBS clearance.
- The post-holder is expected to make themselves aware of and comply with KNGS Health & Safety Policy, including functions delegated to their role within the policy
- To actively participate in professional development opportunities as required by the school for the role.

Responsibilities: As a member of staff at this School you are expected to act in accordance with the ethos of the school at all times and follow all policies and the staff code of conduct. You can expect to have opportunities to contribute to the growth of the school, and for your professional development to be furthered.

Person Specification

The following outlines the key skills and experiences required for this position. The selection process will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area, and to show evidence of having applied (or awareness of how to apply) this knowledge and understanding in an appropriate context. You should refer to these requirements when completing your application, and short-listed candidates will be expected to demonstrate these through the selection process.

Criterion	Essential	Desirable
Education and Training	• Educated to at least GCSE grade 4/O-level grade C, in English and mathematics. • Evidence of recent ICT capability including Microsoft packages and email; particularly use of mail-merge. • Willingness to be first aid qualified. (training is provided)	First aid qualification or willingness to gain one (training will be provided).
Knowledge	• Knowledge and understanding of the importance of effective and efficient administration and customer service to all stakeholders.	
Experience	• Experience of significant, successful administration to ensure the effective day to day operation of the pastoral team and its various functions. • Experience of working in a busy environment with changing priorities throughout the day. • Experience of adapting to change and implementing or improving new systems, procedures and protocols to ensure systems are effective and efficient. • Experience of managing data and maintenance of accurate records and filing systems.	Experience of working in an educational setting Experience of working with Management Information Systems (SIMS).
Skills and Attributes	• Highly organised and able to work calmly, accurately and effectively to deadlines. • Able to work on own initiative with good problem-solving skills with the ability to make informed choices. • Self-managing and independent with the ability to recognise when queries need to be escalated appropriately. • Flexibility to contribute to tasks to meet peaks and flows of work associated with events and activities that take place throughout the school calendar. • Team player, supporting others in responding to unplanned situations. • Able to follow direction and work in collaboration with line manager and the pastoral team. • Assertive in order to ensure school procedures are maintained and followed. • Excellent interpersonal skills with the ability to effectively communicate verbally and in writing. • A caring, supportive personality to ensure that positive working relationships are developed with students, staff, parents/carers and stakeholders. • A diplomatic and patient approach. • Attention to detail. • Ability to learn new skills quickly.	

Other	• Willingness to undertake training as appropriate. • Discretion and the ability to maintain confidentiality and deal with sensitive information. • Commitment to the highest standards of child protection and safeguarding with the ability to adhere to safeguarding procedures. A successful enhanced DBS check. • Engagement in the development of oneself and others with a commitment to ongoing continued professional development. • Commitment to equal opportunities and the school's ethos, aims and vision and to the wider life of the school. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to fulfil all spoken aspects of the role with confidence, through the medium of English is essential.	

About the School

Background, Ethos and School Developments

The school: Kings Norton Girls' School and Sixth Form is an outstanding school within the West Midlands Academy trust (WMAT). The school was founded in 1910 and occupies a leafy twenty-three-acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, with the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which, together with their enthusiasm for learning and their determination to succeed, creates a powerful dynamic for continued improvement. Staff well-being is a high priority, and as part of this, an Employee Assistance Programme is provided. Our vision and values are central to all we do as staff, students and school board members, our aim is to: ***'Open a world of opportunities. Demonstrating respect and courage in order to flourish.'***

Our students: There are presently 1,092 students on roll and the staffing establishment is 125, which includes the Headteacher, 67 teachers and 57 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school, which reflects our school values.

The Sixth Form is full and oversubscribed with 280 students across Years 12 and 13. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The school is a popular choice and is always over-subscribed with applications of 820+ for the 160 places in Yr 7 and 350+ for sixth form places. Our catchment for year 7 entry in 2025 was 2.005 km. In 2025 GCSE attainment was excellent with 86% of all grades at 4+, 73.8% at 5+ and 21.8% at 7+. We were praised by the Rt Hon Bridget Phillipson, Education Secretary on the excellent outcomes achieved by our disadvantaged students during 2024–2025. In 2024, the results at GCSE were outstanding with a Progress 8 of +0.64. In 2025 A level results achieved an average grade of a B- with 30.4% of all grades at A*-A.

School Leadership: In our 2025 OFSTED inspection, it was confirmed that Leaders have a meticulous understanding of their school. Staff feel supported and empowered in their roles, are well informed and staff say that leaders engage well with staff in relation to their workload. The senior leadership team consists of

- Headteacher
- 2 Deputy Headteachers (Curriculum and Students)
- 3 Assistant Headteachers (Teaching and Learning; SENCO; Data, Assessment, Timetabling and Exams)
- Associate Assistant Headteacher (DSL)
- Business Manager (0.2 FTE), Chief Finance and Operations Officer of WMAT (0.8 FTE)

This well-established team are supported by 7 Faculty Leaders, 5 Heads of Year, Head of Sixth Form and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Governance: As part of WMAT, the KNGS School Board sits within the Trust governance structure. Overseen by the WMAT Board of Trustees, the School Board oversees the school and has an extensive range of delegated responsibilities as follows: -

- Champion and foster WMAT's mission and principles in the school;
- Support the implementation of the school's vision, aims and objectives;
- Establish procedures for receiving the views of the school community, and ensure that the self and external evaluation outcomes (supported by the views of the school community) inform the School Development Plan;
- Contribute to and approve the school's self-evaluation and School Development Plan;
- Contribute to the development of the school budget and monitor the in-year financial position;
- Support and challenge the performance of the school through receiving and considering:
    - Self and external evaluation outcomes;
    - Information about staffing;
    - Work supported by WMAT centrally funded resources and the impact of this;
    - Overview of the curriculum, its adaptation for cohort characteristics, its implementation and its impact (which may also be SDP priorities / Lead Governor roles);
    - Quality of Education including information / data regarding pupil progress and attainment (including KS4 and KS5 outcomes), attendance, and behaviour and attitudes for learning (including suspensions and exclusions), Safeguarding, SEN, and Careers Education Information Advice and Guidance (CEIAG);
    - Quality of Teaching;
    - Any MAT or external reviews or quality assurance;
    - Information regarding the implementation and impact of the School Development Plan, including through Lead Governor roles and visits;
    - External reviews or assessments of school provision, including Ofsted reports;
    - Ensure that School Board members are supported to enhance their skills and knowledge, including undertaking training as required;
    - Make and be involved in decisions in accordance with the Scheme of Delegation; and
    - Provide feedback and challenge to the Board of Trustees as advocates for the school.

Our school board is exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. Full governance information can be found on the following websites.

- **KNGS School Board:** Governance – Kings Norton Girls' School
- **WMAT Board of Trustees:** Governance – West Midlands Academy Trust

Our networks: We are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff. As a member of WMAT, this has not changed and the additional benefits of cross school collaboration remain extremely valuable.

Professional Development: Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.

Key Facts and Statistics about the School

Type of School	Multi Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—18
Number of students	1092
Number of staff	1 Headteacher, Teaching 67, Support 57
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019; ungraded inspection January 2025, maintained and improved standards.
Attendance	95.5% (pre Covid), 94.1% May 2025.
Pupil Premium	Year 7 to 11, 30%
SEN	18%
EAL	12%

The School's Academic Achievements 2025

GCSE Results	% gaining 7+ in English and maths 18.2% % gaining 5+ in English and maths 61.3% % gaining 4+ in English and maths 82.4% English Grade 4 or above: 89.4% English Grade 5 or above: 80% English Grade 7 or above: 42.1% Maths Grade 4 or above: 84.4% Maths Grade 5 or above: 63.8% Maths grade 7 or above: 23.3% Entering EBACC: 82.5% (compared with national average of 40.5%) Achieving EBacc: 5+ 43.8%, 4+ 63.1%
A Level Results	A* - A all entries: 30.7% A* - B all entries: 59.4% A* - E: 97.5% Average grade: B- Value Added: -0.07 2025; +0.12 2024
Progress 8	+0.64 (2024); +0.67 (2023)
University Admissions	Our students progress to high quality destinations; they are successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoires, many other top universities and carefully planned gap years.

About West Midlands Academy Trust (WMAT)

WMAT has approximately 500 staff and 4000 students. At the heart of our Trust is our vision: "Achieving more together." This vision drives everything we do, as we work to equip young people with the knowledge, skills, and mindset to thrive academically, socially, and personally, not only during their time in school, but also in the workplace and in life. The Trust's culture is driven by our vision of "Achieving more together" which is realised through:

- A relentless focus on delivering an excellent quality of education across all our academies, ensuring strong progress and attainment for all students.
- A commitment to personal development and well-being for both staff and students.

At WMAT, we believe in "achieving more together" through shared commitment, strong leadership, and a focus on continuous improvement, creating a brighter future for every student. The Trust's vision is supported by its values of: -

- Integrity
- Collaboration
- Aspiration
- Respect
- Equality and Inclusion.

We pride ourselves on: -

- Genuine collaboration between academies, where sharing expertise and providing mutual support is fundamental.
- Collective responsibility, ambition, and high expectations for all staff and students across the Trust.
- Supported accountability, driven by a collaborative, reciprocal and robust Trust quality assurance programme, to ensure we achieve our goals together.
- High-quality, tailored staff professional development to support continuous growth.
- A staff-focused culture, where the role of leaders is to facilitate exceptional provision, enabling staff to perform at their best for the benefit of our students.

We also understand the importance of respecting individual school identities, whether through their names, logos, uniforms, timetables or curricula. While we adopt a strategic approach that is responsive to the needs of each school, we recognise that one size does not fit all as we look towards future opportunities.

Our operational model focuses on: -

- Earned autonomy with accountability, offering schools variable delegations and freedoms based on performance and need.
- Shared services that maximise efficiency, reduce costs, and enhance school leadership capacity to prioritise educational provision.
- Central policies designed to foster collaboration, ensure compliance, and ease workload pressures. School led polices such as Behaviour for Learning, reflect the individual needs of the school.
- Financial sustainability is also a key priority for us. The Trust and the individual. schools within it are financially secure and sustainable.

- School led budgeting with a focus on each school being financially self-sufficient, ensuring resources are allocated effectively to teaching and learning, and pupil support alongside strategic estates and resource management.
- We prioritise "good growth", expanding the Trust thoughtfully to ensure the right schools join at the right time.
- A conducive physical environment that sets high expectations for learning and work, supported by an efficient central team and infrastructure.

We are proud of many developments over the past year, both at Trust and individual school level. Now WMAT is at a point of change, with exciting opportunities for growth; these are based on our strong foundations in all aspects of educational excellence, finance and operations, leadership and management and Trust and school governance.

Executive Leadership Team

- Chief Executive Officer: 0.4 FTE
- Chief Finance and Operations Officer: 0.8 FTE (currently seconded until January 2027)
- Three Headteachers of the founding schools at point of transfer/conversion.

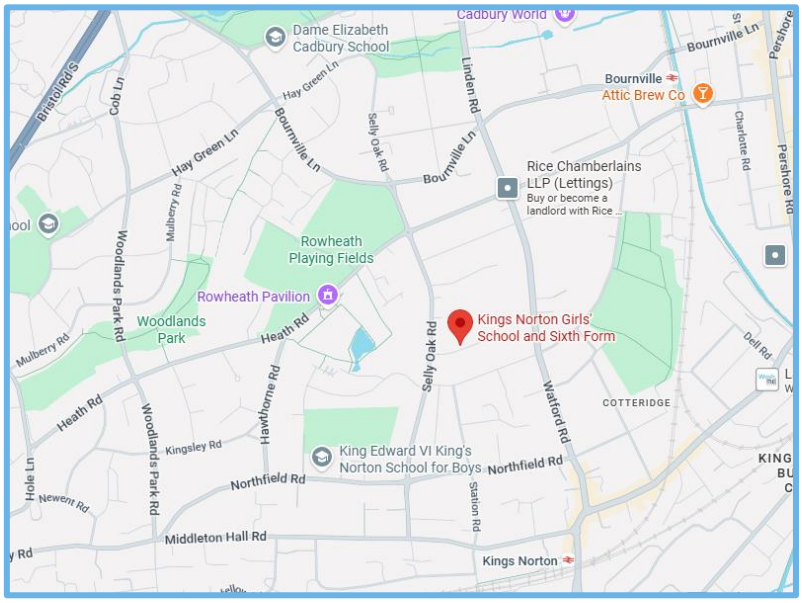
Shared services

- Head of HR: 1.0 FTE, permanent.
- IT Lead: 0.4 FTE, currently seconded until January 2027
- Estates Lead: 0.4 FTE, currently seconded until January 2027
- Marketing Lead: Full time, currently seconded until January 2027

Finance teams: Three teams currently work in individual schools; they will relocate to their central location at Swanshurst School in February 2026 in order to realise greater efficiencies across the Trusts financial functions.

Our local area

Kings Norton Girls' School and Sixth Form is located in the leafy suburb of Kings Norton, closely bordered by Bournville which benefits from green open spaces. The area is renowned for its exceptional schools at both primary and secondary level. KNGS is well connected to local transport links, including the Birmingham Cross City rail line from Redditch to Lichfield, with 2 adjacent train stations: Kings Norton and Bournville.



KNGS is part of the South Area Network (SAN) of Secondary schools. KNGS takes an active part in the SAN, a grouping of 21 secondary schools in South Birmingham that includes mainstream (both mixed and single sex) alternative provision and SEND specialist settings. SAN focuses on collaboration, professional development, and sharing resources through initiatives, this culminates in a cross-network training afternoon between schools each February and celebration of the Arts at an event in June. The SAN also facilitates a collaborative sharing panel to support those students that may be struggling in their home school, with all schools playing an active part in both referring and receiving student referrals.

The area our school serves, offers a strong sense of community with a mix of residential neighbourhoods and local amenities. Our school is within easy reach of the 2 other schools in our Trust; Hall Green Secondary School and Swanshurst School, this supports collaborative working.

How to apply

Submitting your application: Applications should be submitted using the school's application form via the My New Term Recruitment Portal. As part of the application form, candidates must provide a personal statement of up to 1,200 words, demonstrating how they meet the criteria in the person specification. CV's, additional covering letters and any other additional documents will not be accepted or considered.

Key dates

Closing date and time	Monday 23rd March 2026: 8.00am
Interviews	Date to be confirmed week commencing 23rd March 2026

Commitment to Safeguarding and Safer Recruitment Practices: *We welcome applications from candidates of all backgrounds. WMAT is committed to safeguarding and promoting the welfare of children and young people. Online searches will be conducted as part of the pre-employment checks.*

This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks at enhanced level, along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Matt Henry, Data Protection Officer as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. He can be contacted at mhenry@wmatrust.co.uk. Questions about this policy, or requests for further information, should be directed to him.

You can find our privacy notice on our website at https://www.kngs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf

Submission of your application form confirms that you have read and understood our privacy notice.