



Pastoral and Safeguarding Coordinator

Part-time Position - Term time plus eight days

Job Description



We seek to appoint an individual who will deliver high-quality systems management and administrative support to the pastoral team, while overseeing attendance processes to ensure pupil wellbeing, safeguarding compliance, and adherence to statutory obligations.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. We are investing in systems that support innovation, efficiency, and excellence in education. The Pastoral and Safeguarding Coordinator will play a key role on this journey, helping to shape the future of how we work and support our pupils.



Personal and Professional Qualities Required

We are seeking a Pastoral and Safeguarding Coordinator who is energetic, flexible, friendly and enthusiastic with a can-do attitude and willing approach. Working as part of a team is vital and the successful candidate should be able to work constructively within a small, closely-knit and very busy team.

The successful applicant will need to be a confident communicator in writing, efficiently handling e-communications and prioritising workload. He/she will be committed to recording data with accuracy, recognising its value to high-quality management of applications/relationships and will have good levels of stamina and a respect for confidentiality.

The ability to work both independently and in collaboration with colleagues as part of the Safeguarding and Pastoral departments is key.

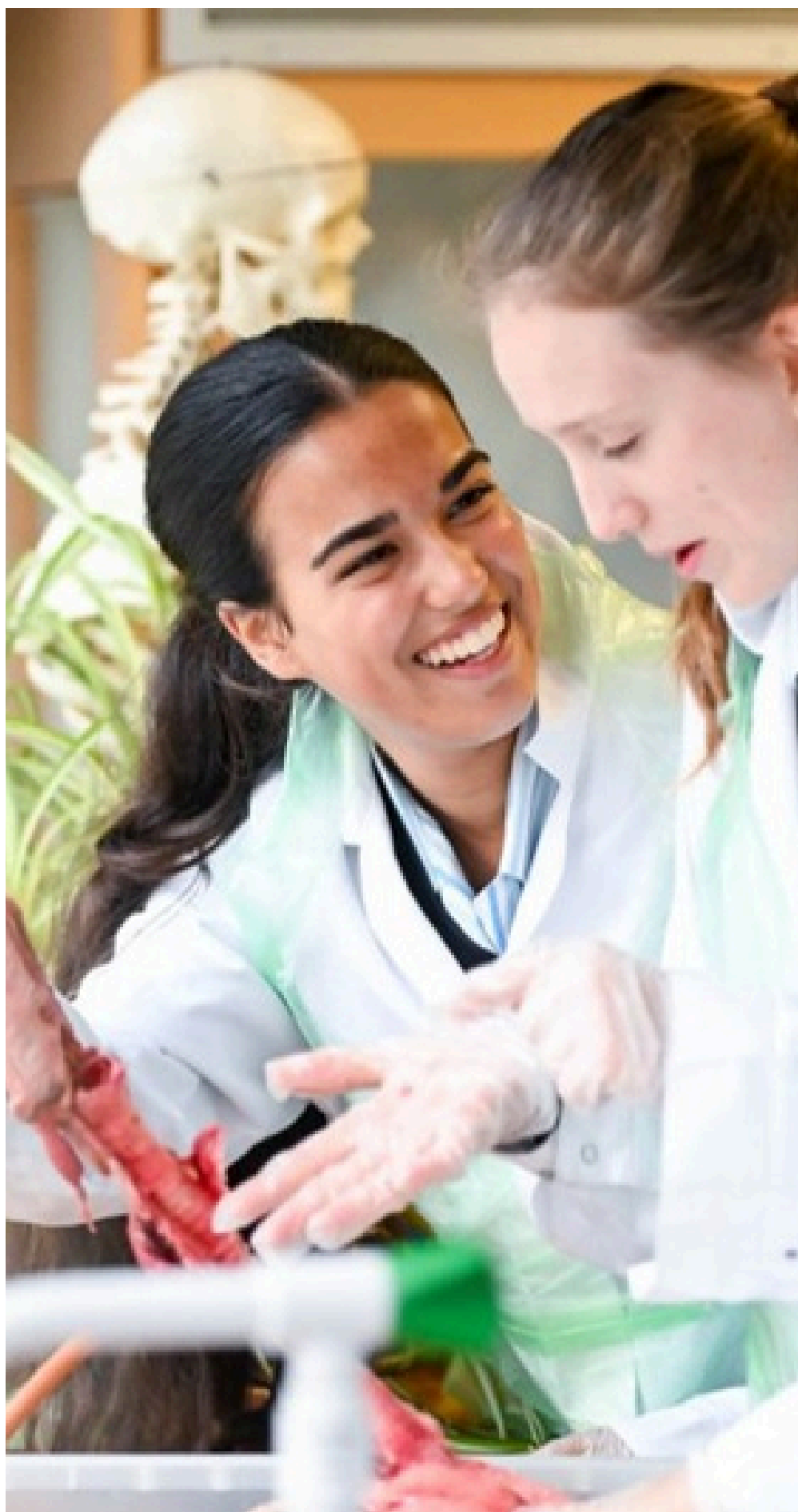
Person Specification

Essential Skills & Experience

- Strong organisational and administrative skills
- Excellent communication and interpersonal skills
- Proficient in systems management and Microsoft Office
- Ability to handle sensitive information with discretion
- Knowledge of safeguarding and attendance legislation

Desirable

- First Aid qualification
- Understanding of ISI/DfE compliance requirements



Key Responsibilities

Pastoral Administration

- Maintain accurate records of behaviour, wellbeing, and safeguarding incidents in the school
- Support the Senior Housemistress with day-to-day administration and communication
- Liaison with the Registrar for arrival of new pupils
- Prepare reports for SLT, governors, and inspections
- Manage pastoral correspondence and respond to parent and staff queries promptly
- Take minutes at meetings
- Assist with pastoral events (e.g., parent evenings, wellbeing initiatives)
- Ensure confidentiality and compliance with GDPR and KCSIE
- Support DSLs with administrative tasks

Safeguarding and Record Management

- Assist in monitoring attendance and punctuality records, ensuring registers are completed accurately
- Update MIS with correct attendance codes and produce weekly/termly reports
- Identify patterns of absence and escalate and manage data to assist with concerns to pastoral leads
- Co-ordinate transfer of safeguarding records
- Assist with policy updates



Safeguarding and Compliance

- Maintain child protection records securely
- Liaise with external agencies for referrals and support services
- Ensure policies and procedures align with statutory guidance

General Duties

- Support reception or other administrative functions when required
- Contribute to a positive, proactive school culture

Practical Information about the Post

This is a term-time, part-time position with office hours normally 9:00 am to 1:00 pm, Monday to Friday. On occasion, working hours may be adjusted to accommodate afternoon or evening meetings, by agreement with the Director of Staff and the Office Manager.

In addition, up to eight days outside of term time (including weekends or school holidays) may be necessary to fulfil key administrative duties.

Salary is inclusive of paid holiday entitlement, which is 33 days per annum (inclusive of 8 public holidays) for full-time employees, pro rata for part time. All paid holiday entitlement for this role must be taken during the school holidays.

Line Management

The successful applicant will report to the Senior Housemistress/ Designated Safeguarding Lead. An ability to work on his/her own initiative, to take direction from the relevant line manager, and to prioritise effectively will be very important.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.



Remuneration

This is a term time, part time post. The salary is £25,039 to £28,500 FTE (£10,771 to £12,260 pro rata).

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

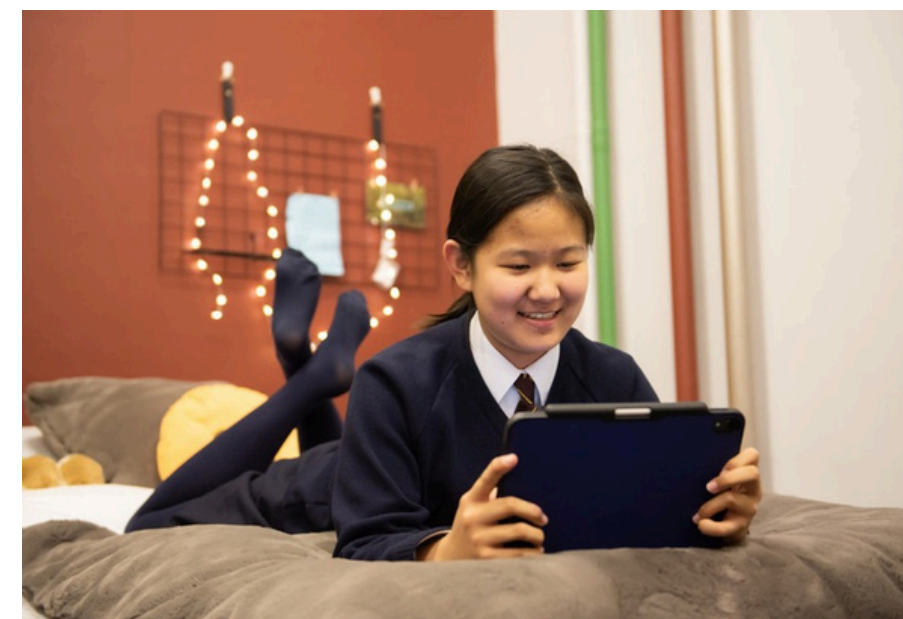
St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.





Applications

The application form should be returned to the HR Administrator, Nicky Johnston on jobapplications@stcatherines.info by 12 noon on Wednesday 7th January and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
December 2025



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858