



Lancaster Girls' Grammar School is seeking to recruit a Pastoral Administrator to join a dedicated and friendly administration team. This is a fantastic opportunity for an individual with excellent communication skills, attention to detail, and the ability to manage multiple tasks in a fast-paced school environment. The successful candidate will play a key role in supporting the pastoral team to ensure the wellbeing of our students remains a top priority. If you are passionate about making a difference to young people's lives and looking for a rewarding role in a supportive environment, we would love to hear from you.

This is an exciting opportunity for a committed candidate with:

- Experience working in administration or undertaking similar responsibilities
- High expectations of what can be achieved in supporting student welfare and wellbeing
- A clear vision of what makes a successful pastoral administrator
- The ability to work in an organised and methodical way
- The ability to work independently to complete tasks efficiently whilst maintaining confidentiality
- A commitment to improving outcomes and wellbeing for all students

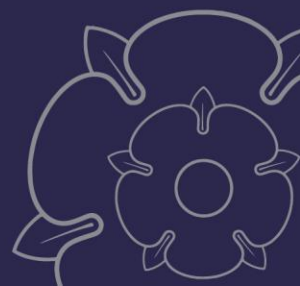
We are looking for candidates who will:

- Complement our pastoral team with their enthusiastic and positive attitude
- Be able to multitask and prioritise workload effectively in a busy environment
- Be innovative and use initiative when supporting students and liaising with families
- Have drive and enthusiasm, with a desire to explore, develop and evaluate new approaches
- Have a sense of humour, and build strong relationships with students, staff, and parents
- Thrive in a busy school environment and remain calm under pressure

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting academic excellence. Our curriculum is broad and we provide a wide range of enrichment and wellbeing opportunities, and we are proud of our inclusive community. There are currently just over 1,000 students on roll across years 7 to 13. The admission policy prioritises girls from the Lancaster District, but students do travel to us from across Lancashire and Cumbria. LGGs enjoys a city centre location with strong transport links, yet is only a short walk from nearby parks and a nature reserve.

The postholder will primarily fulfil the role of a Pastoral Administrator and other responsibilities at a similar level. Full details of the Person Specification and Job Description for the role are provided in our Role Profile.

This is a full-time, term time only, permanent role: details of the contractual terms and salary are included in the Role Profile. LGGs also offers a competitive benefits package which is detailed in our Recruitment Information Pack.



For our **more information about working at LGGS** please visit our website:
<https://www.lggs.org.uk/staff-vacancies/working-at-lggs>. For more information about this vacancy please see the recruitment advert on our [mynewterm](#) site.

Applications **must be submitted on the LGGS [mynewterm](#) application form by the closing date of 9.00am on Friday 26th June 2026**. We do not accept applications via other online platforms such as Indeed.

Shortlisting will take place shortly after the closing date, and interviews are provisionally planned for week commencing Monday 6th July 2026. The role would be to start on the 1st September 2026.

