



Headteacher Natalie Horlor

Budbrooke Primary School

Styles Close
Hampton Magna
Warwick
CV35 8TP

Telephone: 01926 492045

Facsimile: 01926 492045

Email: admin2033@welearn365.com

Website: www.budbrooke.warwickshire.sch.uk

Pastoral Support & Administrator

Hours: 35 hours per week, part time, term time only (39 weeks), permanent

8:30am – 4:00pm Monday – Friday with 30 minutes for lunch

Grade: Warwickshire Scale H Spine points 17-22 (£31,022.00 - £33,699.00 FTE)

actual salary £25,465.87 - £27,663.42.

Start date: September 2026

Location: Budbrooke Primary School, Styles Close, Hampton Magna

Are you passionate about the mental health and wellbeing of young people?

Do you have experience working with young people and their families to promote positive relationships with schools?

Would you like to work in a supportive school environment with amazing pupils and a great team?

If so this could be the role for you!

Join us as a Pastoral Support & Administrator, at our welcoming, caring School where we are committed to ensuring that children are safe and happy, that relationships are strong, respect is embedded and there is a commitment to excellence. As a valued member of our staff you will be instrumental in supporting school.

The role will include promoting the educational success and excellent outcomes for all pupils by encouraging and supporting their emotional needs, attitude to learning and mental-health. The Pastoral leader will also work with families in need of Early Help, encourage good attendance and punctuality and will monitor and improve attendance across the school. This role also involves being a Deputy Designated Safeguarding Lead and working with external agencies such as social workers.

The day to day role will consist of;

- Supporting pupils with personal, social, developmental and emotional problems
- Work with outside agencies, regular contact and meetings with parents, work with pupils on a 1 to 1 and group basis, update school policy regularly
- Monitoring attendance and punctuality closely and reporting on attendance and punctuality data to stakeholders
- Keeping up to date with Trust and national attendance initiatives and requirements
- Work with families to promote good attendance and punctuality
- Reporting and actioning safeguarding concerns following school and Trust policy

The administration role will consist of :-

Providing excellent administrative support and acting as a welcoming first point of contact for pupils, parents, staff and visitors in our busy school office team.

Key Requirements:

- Experience in a general administrative, clerical or receptionist/front-of-house role.
- Experience of operating and maintaining administrative systems and office procedures.
- Excellent organisational and time-management skills, with the ability to prioritise workloads effectively while remaining flexible to meet the needs of the school.
- Ability to maintain confidentiality and handle sensitive information with discretion.

- Strong interpersonal and communication skills, with the ability to build positive relationships with pupils, parents, staff and visitors.
 - Proficient ICT skills, including experience using Microsoft Office applications such as Word, Excel, Outlook and Teams.
 - Ability to work collaboratively as part of a team, understanding the roles and responsibilities within a school environment.
 - A confident, friendly and proactive approach, with the ability to relate well to both children and adults.
 - Enthusiastic, reliable and committed, demonstrating a positive "can-do" attitude and a willingness to see tasks through to completion.
 - Ability to take ownership of work, manage competing priorities and meet deadlines with appropriate guidance and support from line management.
 - Experience of using school Management Information Systems (MIS), particularly Arbor, would be advantageous.
 - First Aid qualification, or a willingness to undertake First Aid training.
- **We are looking for someone who:**
 - Will share our passion for wanting the very best for our pupils and schools
 - Is committed to keeping our pupils safe
 - Be highly motivated and passionate about making a difference to the lives of young people with the natural ability to inspire and motivate
 - Be emotionally intelligent with the ability to build strong working relationships with a variety of stakeholders
 - The passion and commitment to work in a fast paced, challenging yet always rewarding role
 - Professional, approachable and customer-focused.
 - Thrives in a busy office environment and can work effectively under pressure.
 - Takes pride in delivering high-quality administrative support.
 - Is committed to supporting the wellbeing and success of all pupils and the wider school community.

What Budbrooke Primary School and Community Academies Trust can offer to you:

- Professional development is key to our ongoing success, so we invest in your development through training, mentoring and progression opportunities through apprenticeships and other routes.
- Professional Networking across the trust and beyond
- A supportive school and trust that highly values its employees
- Amazing children and families
- A competitive salary
- An Employee Assistance Programme and employee benefits package
- Competitive pension scheme (Local Government Pension Scheme)
- Wellbeing Initiatives
- Flexible working opportunities
- Access to Vivup employee benefits portal

If this role is of interest to you and you can contribute to our future success, please complete an application by visiting: <https://www.budbrooke.warwickshire.sch.uk/>

Visits to the school are encouraged. To arrange a visit or for an informal discussion, please contact Nikki Orton on **email** admin2033@welearn365.com

Closing date for applications: **9am, Friday 26th June 2026**

Interviews will take place on: **Friday 3rd July 2026**

The Trust Child Protection Policies and Recruitment of Ex-Offenders Statement can be found at: <https://www.communityacademiestrust.org/en-GB/trust-information>.



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Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks, online checks, and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

This post is exempt from the Rehabilitation of Offender Act 1974.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Community Academies Trust supports Equal Opportunities Employment.

Community Academies Trust Company Registration No. 0747273-6

"Education is for improving lives and for leaving your community and world better than you found it"