

CHARLTON SCHOOL

Building Knowledge • Developing Character • Inspiring Futures



Pastoral Administrator



Pastoral Administrator

37 hours per week

Term time only

NJC Scale 3 Point 5-6

Closing Date: 1st September 2026

Shortlisting: 1st September 2026

Interviews: 3rd September 2026

Job Start: October 2026

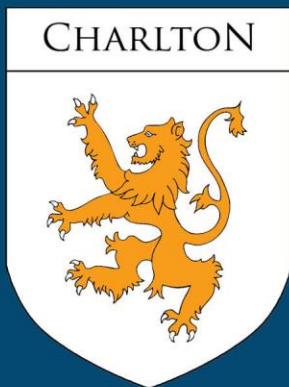


Principal: Mrs Barton

Apley Avenue, Wellington, Telford, TFI 3FA

Telephone 01952 951409

www.charlton.uk.com



About Charlton School

Charlton School in Wellington, Telford, is a well-established comprehensive secondary academy with a “Good” Ofsted rating and a long tradition of serving its local community.

At Charlton we take pride in students’ progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals’ needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

At Charlton our ethos is built upon our three core values; we expect all members of the Charlton community to always exhibit these values:

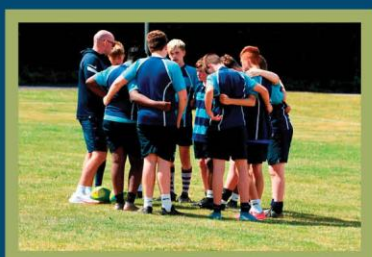
Respect Responsibility Resilience

As part of the Learning Community Trust since December 2018, we are dedicated to providing a broad and enriching education, underpinned by strong pastoral care that supports the holistic development of each student. Our curriculum includes core and Ebacc subjects alongside valuable qualifications in technology, media studies, and ICT. Underpinning our commitment to student success is a parallel dedication to the professional growth of our staff. Charlton School fosters a culture of continuous improvement through a comprehensive Instructional Coaching programme, providing tailored support and development opportunities for all colleagues. This investment in our staff ensures the highest quality of teaching and learning across the academy. Furthermore, our centralised pastoral systems are designed to create a calm and purposeful learning environment where students feel safe, supported, and ready to thrive.

Staff Wellbeing Offer

At Charlton School, we believe that supporting our people goes beyond the workplace. That’s why we are proud to offer a comprehensive Employee Assistance Programme, designed to provide confidential guidance, practical resources, and wellbeing support whenever it’s needed. Whether it’s professional advice, personal challenges, or simply a listening ear, our EAP ensures that every member of our team has access to the tools and care that help them thrive both at work and in life. Our complimentary staff offers include:

- **Counselling:** Confidential sessions with qualified counsellors
- **Nurse Support:** Speak with registered nurses about health concerns
- **24/7 GP Access:** Consult with a GP anytime and arrange prescriptions to your local pharmacy
- **Physiotherapy:** Telephone consultations and referrals to local clinics for physical discomfort or injury.
- **Mindfulness & Mental Wellbeing:** Guided relaxation, live sessions,
- **Lifestyle Support:** Including fitness plans, nutritional advice, weight management, and food sensitivity testing.



Pastoral Support and Communication

At Charlton, we are proud to nurture students who are recognised, both within school and in the wider community, as confident, responsible individuals. Our students wear their uniform with pride, embrace leadership opportunities, and demonstrate a genuine enthusiasm for learning. We actively encourage them to engage with the wide range of enrichment activities available, helping them to discover their individual talents and interests.

Central to our provision is a strong and supportive pastoral system. Every student is assigned a Form Tutor who serves as an academic mentor, monitoring progress and wellbeing. This support is further strengthened by our dedicated Heads of Year and Pastoral Managers, who work closely with families and external agencies to ensure that every student receives the care and guidance they need.

Our behaviour curriculum clearly outlines expectations for conduct, learning, and preparation. This framework promotes consistency and respect across the school, helping students understand what is expected of them and supporting a positive learning environment.

We are deeply committed to the physical health, emotional wellbeing, and personal safety of every member of our school community. Our comprehensive Personal Development Curriculum plays a vital role in this commitment, encompassing PSHE and RSHE to equip students with the knowledge, skills, and values needed to lead safe, healthy, and fulfilling lives.

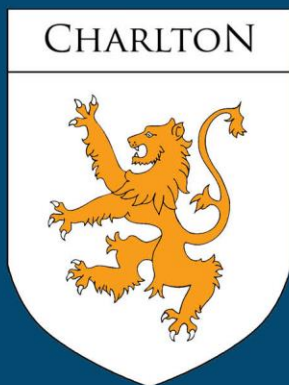
Character education is a cornerstone of our approach. Through a structured programme including tutor time, assemblies and curriculum enhancement days, students build resilience and develop the personal qualities that will support them throughout life. These lessons are underpinned by our core values:

Respect Responsibility Resilience

These values shape every aspect of school life and guide how we support and communicate with students and their families. We believe that strong communication with parents and carers is essential to student success. Our year group consultation evenings provide opportunities for families to meet with subject teachers and discuss academic progress. Annual reports include detailed tracking grids, helping students and parents understand curriculum targets and current performance.

At Charlton, we are committed to working in partnership with families to support every child's journey with us.





Job Description

Title:	Pastoral Administrator
Hours:	37 hours per week, term time only
Salary	NJC scale 3 Point 5-6
Accountable to:	Vice Principal – Raising Standards
Purpose of Job:	To provide efficient administrative support for behaviour, pastoral and student engagement functions, ensuring accurate record-keeping, coordination of key processes, and effective communication with staff, families and external agencies.

Key Areas and Accountabilities

- Provide high-quality administrative support to the Assistant Principal for Behaviour and Attitudes and Student Engagement.
- Administer in-year admissions, ensuring all documentation is completed accurately and pupil records are maintained.
- Manage suspension processes, including the preparation and distribution of statutory paperwork and maintaining accurate records.
- Coordinate reintegration meetings following suspension, preparing documentation, recording outcomes and monitoring agreed actions.
- Complete and maintain Alternative Provision referrals, records and placement documentation, liaising with providers, families and external agencies as required.
- Create, update and maintain behaviour plans, ensuring strategies, targets and review outcomes are accurately recorded.
- Use Provision Mapping systems to record, monitor and evaluate pastoral interventions and support programmes.
- Maintain accurate, confidential and up-to-date student records in line with school policies and GDPR requirements.
- Organise meetings, prepare reports and correspondence, and take accurate minutes, ensuring actions are recorded and followed up.
- Act as a professional point of contact for parents/carers, staff, external agencies and Alternative Provision providers.
- Produce reports and data to support the monitoring of behaviour, interventions and student outcomes.
- Support safeguarding processes through effective administration, record keeping and the prompt sharing of concerns in line with school procedures.
- Contribute to the effective operation of the pastoral team and the school's commitment to improving behaviour, attendance, wellbeing and student achievement.
- Attend training, meetings and undertake duties as reasonably directed by the Principal or Senior Leadership Team.
- Undertake any other duties commensurate with the grade and responsibilities of the post.



Person Specification

Criteria	Essential	Desirable
Experience of providing administrative support within a school or educational setting	✓	
Experience of managing admissions, student records and data systems		✓
Experience of administering suspension and reintegration processes		✓
Experience of coordinating and maintaining Alternative Provision documentation and records		✓
Experience of using Provision Mapping or similar systems to record and monitor interventions		✓
Experience of supporting behaviour, attendance or pastoral teams in a secondary school		✓
Knowledge of school behaviour management processes and statutory suspension guidance		✓
Understanding of safeguarding procedures, confidentiality and data protection requirements	✓	
Ability to maintain accurate, detailed and confidential records	✓	
Ability to organise, prioritise and manage a varied workload to meet deadlines	✓	
Strong communication skills, both written and verbal	✓	
Ability to build positive and professional relationships with students, families, staff and external agencies	✓	
Experience of arranging meetings, preparing documentation and producing accurate minutes	✓	
Proficiency in Microsoft Office applications, including Word, Excel, Outlook and Teams	✓	
Experience of using school Management Information Systems (MIS), such as Arbor, SIMS or Bromcom		✓
Strong attention to detail and a high level of accuracy	✓	

ADDITIONAL INFORMATION

Pastoral Administrator

CHARLTON SCHOOL

37 hours per week

Term-time only

NJC Scale 3 (points 5 to 6)

Term time plus 10 days will mean that you will only be required to work the 190 days that the students are in school, the 5 Professional Development Days and 5 other days as agreed during the year.

Therefore, your salary is calculated on a pro-rata basis, i.e. your salary is calculated by the following simple formula:

Hourly rate X weekly hours X annual working weeks (term time plus 10 days is 45.80 weeks of the year) and this will give you your salary. It is then divided into 12 equal monthly payments.

Annual working weeks are 43.51

The NJC scale 3 point 5 to 6 salary range is £25,583 to £25,989

Pro rata salary is as below:

(£21,346 to £21,684)

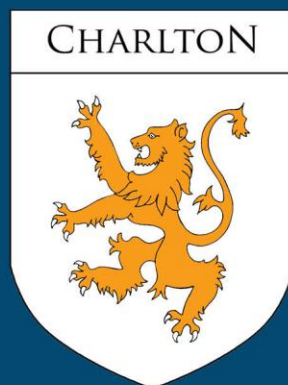
If you have any questions regarding this salary and how it is calculated, please contact the school, or ask at your interview.

Sorry but CV's will not be accepted.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy [here](#).



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