

Post: Pastoral Administrator & PA for Senior leaders

Line Manager: Deputy Head (Pupil Development)

Purpose of Job

The role is a varied and rewarding post, delivering administrative and operational support for the pastoral and safeguarding team, providing PA support to the Director of Marketing Admissions & Communications, Deputy Head (Pupil Development) and Assistant Head (Wellbeing).

The pastoral administration will cover a wide remit including compliance, community and wellbeing activities, supporting data systems and data management.

The role holder will work with colleagues, pupils, and families across the senior school as well as external agencies. Most specifically for the Pastoral Administration they will work alongside and in collaboration with the Pastoral Assistant.

Duties and Responsibilities

PA to Director of Marketing, Communications & Admissions (DMAC)

- Diary management for all internal and external meetings including active management of diary to ensure clashes and rescheduling is effectively managed
- Provide administrative and project management support for committees and forums, for example termly Parent forum, includes coordination of meeting dates, setting and finalising agenda, managing communication with parents and staff and arranging prep meetings as needed

PA Support for Pastoral Team

- Proactive diary and inbox management for Deputy Head: Pupil Development and Assistant Head: Wellbeing
- Provide administrative and project management support for the Pupils and Staff Governors' Committee; Pupil and staff groups including School Council; Equality and Diversity and Inclusion Group
- Liaise with parents and carers, e.g. to arrange detentions or pastoral meetings when required

Pastoral Administration

- Book and track safeguarding training for staff
- Monitor and follow up alerts for pupil IT usage, ensuring concerns are escalated and recorded appropriately. Liaise with IT where required
- Coordinate and administer Personal Education Plan (PEP) meetings for care-experienced children.

- Manage safeguarding information requests for new pupils joining from previous schools
- Carry out visiting speaker checks
- Complete and submit out-of-cycle leaver safeguarding paperwork to Bristol City Council.
- Process performance licence requests for pupils in performing arts.
- Support colleagues with the use of CPOMS (Child Protection Online Management System) in the absence of the other pastoral administrator.
- Support administration of BGS' "Learning Through Consequences" system.
- Provide administrative support for Mental Health First Aid training days.
- Coordinate first aid and accident reporting, alerting relevant staff promptly and ensure medical records are up to date via a weekly SIMS report and updating senior school pupil information on My School Portal.
- Provide administrative support for the Wellbeing Programme, Peer Mentors' Programme, Wellbeing Hub.
Organise 'BGS Partnership Talks' for parents and carers.
- Support the organisation of key school events (e.g. pastoral INSET, Mental Health Week, World Kindness Day, Cultural celebration events, Year 11 Celebration).
Maintain accurate pupil records on SIMS, including updates to parental details, pastoral and behavioural information.
- Develop and run the process for new senior school parents to access My School Portal.
- Ensure confidentiality, accuracy and compliance with data protection requirements at all times.
Provide end of school day helpdesk support (2 days per week)
- Support, promote and act within the School's Safeguarding Policy and Code of Conduct
- Support, promote and act within the School's policies and practices about Data Protection.
- Any other task or activity as reasonably requested by management

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Previous experience working within a busy administrative environment as a personal assistant or group administrator
Strong written and oral communication skills
Excellent IT skills with good knowledge of Microsoft Office suite

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Experience of working in a school and the ability to develop good working relationships with all members of the School community
Ability to multi-task, manage priorities and workload and meet deadlines
A sense of humour and an optimistic, resilient style when under pressure
A team player who can take direction and work in willing co-operation with staff across a diverse workforce
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours

40 hours per week Monday to Friday to the following work pattern:

- Monday, Wednesday & Friday 8.00am – 4.30pm (with 30 mins unpaid lunch)
- Tuesday & Thursday 9.30am – 6.00pm (with 30 mins unpaid lunch)

for 37 weeks per year, which is term time plus a number of additional weeks working during school holidays to a schedule agreed.

Salary

The salary will be determined by the Technical and Clerical scale and will be dependent on relevant experience and technical expertise.

Pension

The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.

Lunch

School lunch is provided during term time.

Education

At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.

Car Parking

No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community and who may not have worked in an independent school before.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 12 October 2026.

Interviews are currently planned for 20 October 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. Full pre-employment safeguarding checks will be undertaken for the successful applicant, this includes an enhanced DBS (Disclosure and Barring Service) and a barred list check.