

Ercall Wood Academy
Golf Links Lane
Wellington
Telford
TF1 2DT

Pastoral Administrator

Salary Range: Scale 3 Point 5 - 6 Actual Salary Range £21,228 - £21,559

Working hours: Term time (37 hours) + 5 days

Contract: Permanent

Start date: September 2025

Ercall Wood Academy is looking to appoint a candidate who is passionate about the value of education and is committed to making a positive difference to our community.

We are seeking to appoint a Pastoral Administrator who work with our outstanding Pastoral Team to help maintain the high standards they provide within our academy. For further information on this position, please refer to the Job Description.

We look forward to receiving your application.

Closing date for applications: Monday 14th July 2025 at 9.00 am

Interview: Thursday 17th July 2025

For more information and to return completed application forms, please contact Mrs Pauline Roden on: Tel: 01952 951410 or pauline.roden@lct.education

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.

Supporting documents:

- **Application Pack**
- **Job Description/Person Specification**
- **LCT Application Form**
- **Principal Welcome Letter**
- **Safeguarding Policy**