



Boroughbridge
High School

Pastoral Administrator & Receptionist (Job Share)

Term Time Only including 5 Professional Development Days plus 2 days
NYCC Grade CD (scp 3 – 6): £9,104 - £9,542 (Actual)

Permanent

Immediate Start

15.5 hours per week (Monday 8am – 4.30pm & Tuesday 8.30am – 4.30pm)

Contributory pension scheme, employee discounts and generous holidays

We are looking to appoint an **Administrator/Receptionist** to join our busy and supportive Administration Team. This role is based in our school office and reception area, providing a welcoming first point of contact for students, staff, parents, and visitors. The postholder will support the smooth day-to-day running of reception and undertake a range of administrative duties, with a particular focus on **pastoral administration**.

This position would be well suited to someone who:

- **Enjoys working in a fast-paced environment** and can remain calm, organised, and professional during busy periods.
- **Builds positive relationships easily**, offering a warm and approachable manner to students, families, colleagues, and visitors.
- **Communicates clearly and confidently**, both in person and in writing, and can adapt their communication style to different audiences.
- **Has strong administrative skills**, with good attention to detail and the ability to manage multiple tasks at once.
- **Is discreet and trustworthy**, able to handle sensitive pastoral information with confidentiality and care.
- **Shows initiative**, spotting what needs to be done and taking ownership of tasks without constant direction.
- **Works well as part of a team**, contributing to a supportive and collaborative office environment.
- **Is comfortable using IT systems**, including email, databases, and Microsoft Office applications, or is willing to learn quickly.
- **Takes pride in providing excellent service**, ensuring the reception area is welcoming, efficient, and well-managed.

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

Closing date: Midday, Monday 23rd March 2026

Interviews: to be confirmed



The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

Information on How to Apply

Please download an application form from the school website at www.boroughbridgehigh.com and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

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Closing date: **Midday, Monday 23rd March 2026**

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

JOB DESCRIPTION

POST:	Pastoral Administrator & Receptionist
GRADE:	CD
CONTRACT TERM:	Permanent Term Time Only plus 5 Professional Development Days plus 2 days (No holidays will be taken during term time unless under exceptional circumstances and with prior agreement of the Headteacher)
HOURS OF WORK:	15.5 hours per week Working: Monday 8.00am – 4.30pm & Tuesday 8.30am – 4.30pm (Each day includes a 30 minute lunch break)
RESPONSIBLE TO:	Office Manager / Headteacher
STAFF MANAGED:	None
DIRECTORATE:	Children’s and Young People’s Service
SCHOOL NAME:	Boroughbridge High School
JOB FAMILY:	C&A - Customer & Administration
DATE OF ISSUE:	August 2023

Safeguarding Statement

- Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken
- Enhanced DBS clearance required

Operational Issues:

Reception

- Assist in the preparation on Parents Evening. Collate parent feedback forms for every Parents Evening. Email results and comments to SLT
- Take students up and down in the lift as required
- Distribute and reply to School Admin emails
- Answer the phone - pass messages to and return messages on behalf of teaching staff
- Open and distribute incoming mail
- Ensure all outgoing mail is stamped accordingly and ready in time to be taken to the post office at the end of the day
- Reset Realsmart accounts for students as required
- Reset student system passwords
- Deal with emergencies and find senior/appropriate staff, including for emergency cover
- Assist teaching and non-teaching staff with administration queries
- Produce and print certificates
- Order stationery supplies
- Assist with general typing as required

	<ul style="list-style-type: none"> • Assist with the filing of general student records throughout the school year and the filing and destruction of general student records and admin documentation at the end of the school year • Ensure bulk photocopying requests are dealt with in a timely manner • Organisation of mobile phones in line with the school mobile phone policy <p><u>Pastoral</u></p> <ul style="list-style-type: none"> • Update and maintain attendance registers on a daily basis • Take phone payments for school trips etc. and process through ParentMail • Send emails/school letters via ParentMail including proof reading and seeking Headteacher's approval to send • Update and print daily fire registers for both students and staff • Prepare documents for Parent's Evenings • Ensure Free School Meal information is kept up to date on Bromcom <p><u>Student Data</u></p> <ul style="list-style-type: none"> • Oversee the filing of student's general records, ensuring it is completed on a regular basis. • Oversee the archiving of student and admin documentation at the end of the school year, ensuring clear labelling of documentation and destruction date details • Oversee the destruction of student's general records and admin documentation at the end of the school year, ensuring it is completed in line with the Records Retention Schedule <p><u>First Aid</u></p> <ul style="list-style-type: none"> • Provide first aid treatment to students and staff • Provide medical assistance to students suffering from specific medical conditions
Communication	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Attend staff meetings and training days by agreement with the Headteacher
Resource Management	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Assist in the induction of new employees • Monitor stock levels, order office materials, equipment and services and check incoming orders • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.

Safeguarding:	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding
Systems and Information	<ul style="list-style-type: none"> • Maintain computerised and manual pupil/staff records. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person
Safeguarding and Promoting the Welfare of Children and Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare and wellbeing of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • Undertake routine clerical duties as required • Support the use of ICT and adhere to relevant policies • Participate in appraisal, training and other performance management activities

Person Specification: Pastoral Administrator & Receptionist

ESSENTIAL	DESIRABLE
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Knowledge of administration and office systems • Clerical or administrative experience • Experience of working with Microsoft Office 	<ul style="list-style-type: none"> • Cash handling experience
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Computer Literate • Interpersonal and communication skills • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Numeracy and literacy skills • Judgemental skills 	
<p>Behaviours</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills • Ability to work successfully in a team • Able to exercise judgement • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy and numeracy qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Appropriate first aid training
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • 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 challenging behaviours and attitudes 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You may be tested in some or all of the skill specific areas over the course of the selection process