



Holmes Chapel Comprehensive School & Sixth Form College

**Pastoral Support Officer
Grade 4 (SCP4-6)
15 Hours per week (Wed-Fri)
Term Time Only – 39 weeks
(Actual annual salary £8,809)
Starting December 2025**

We are looking to appoint an experienced and enthusiastic administrator to support our student pastoral and welfare teams. This is a permanent, part-time role, working 08.30 - 13.30 on Wednesdays, Thursdays and Fridays during school term time from December 2025.

The successful candidate will have experience of working in a busy office environment with the ability to effectively communicate with students, parents and staff alike. You must have proven IT skills and experience of using the Google suite and Microsoft packages is essential.

It is desirable that applicants hold a first aid qualification or be willing to undertake the necessary training.

For further details or to arrange an informal discussion about the role please contact the HR team on 01477 410500.

For further details and application form, please visit our website: hccs1978.co.uk/vacancies

Applications will only be accepted on the school's Support Staff application form. Completed applications should be submitted to: helen.mayes@hccs.info

Holmes Chapel Comprehensive School and Sixth Form College trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles involve contact with children and are thus engaged in regulated activity relevant to children. Shortlisted candidates will be subject to references and online searches. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Closing date: 9am, Monday 24th November 2025

Interviews will be later that week

Executive Headteacher: Nigel Bielby
NOR 1319 (including 156 in the Sixth Form)

