



Acting Headteacher: Mr R Knott

Foxland Road, Gatley, Cheadle, SK8 4QX

Tel: 0161 428 7706, email: headteacher@kingsway.stockport.sch.uk
www.kingsway.stockport.sch.uk

Required as soon as possible

Pastoral Assistant and Safeguarding Admin

NJC APT & C Scale 3

35 Hours per week - term time only plus 5 inset days

(The approx actual salary £17,769 to £18,093)

The post is busy and demanding, requiring a highly motivated and organised individual who has an excellent telephone manner and good ICT skills. You will need a pleasant and calm approach, be able to undertake a wide range of clerical and administrative duties and be able to provide an efficient and effective clerical support service for the school, in particular to the Assistant Head Teacher (Pastoral, Behaviour and Attendance) and the Pastoral Team

Further details of the post and application forms are available on our website at

www.kingsway.stockport.sch.uk.

Please apply by completing and returning your application form to the Acting Headteacher at the school, email - recruitment@kingsway.stockport.sch.uk

Closing date for applications: Friday 10th March 2023.

Interviews to take place: w/c 13th March 2023.