

14<sup>th</sup> November 2023



*Learning God's Way*

Headteacher: Mr M Jee

01903 785416

[school@stmargaretsprimary.org.uk](mailto:school@stmargaretsprimary.org.uk)

[stmargaretsprimary.org.uk](http://stmargaretsprimary.org.uk)

Dear Applicant

Thank you very much for taking an interest in our Pastoral and Safeguarding Manager post recently advertised. I trust that the information given here, and the application form, will give you all that you need to process your application.

It is important that candidates have a proven track record in pastoral development and have an excellent understanding of safeguarding procedures. You will be working as part of a strong team under an Assistant Headteacher.

### **THE POST**

#### **Permanent Pastoral and Safeguarding Manager to start January 2024.**

Permanent Pastoral and Safeguarding Manager to work across the whole school depending on the current need of the children, as well as liaising with parents/carers.

Monday – Friday mornings and three afternoons per week

29hrs 20 mins a week term time only

Salary Grade 9 point 25 Annual salary £33,945 pro rata

Actual £22,665

The post is subject to an enhanced DBS check and it has been cleared and social media monitoring.

Visits to the school are most welcome. Please contact the school office on 01903 785416 for a convenient appointment.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

**Wednesday 29<sup>th</sup> November 2023**

**INTERVIEW DATE:**

**Tuesday 5<sup>th</sup> December 2023**

Yours sincerely,

**Mr M Jee**  
**Headteacher**

St Margaret's C.E. Primary School, Arundel Road, Angmering, West Sussex, BN16 4LP

*To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.*