

THE BEMROSE SCHOOL

Uttoxeter New Road

Derby DE22 3HU

Tel: 01332 366711

E-mail: admin@bemrose.derby.sch.uk

www.bemrose.derby.sch.uk

Executive Headteacher: Mr Neil Wilkinson

3—19 mixed comprehensive

NOR 1450 approx.



Pastoral & Admissions Assistant Scale 5

Salary (SCP 14 to 17, £26,325 to £27,645)

37 hours a week, 41 weeks contract

Required to start ASAP.

"Teachers do not tolerate poor behaviour and manage it well if it occurs. Pupils know the importance of challenging any derogatory language and/or bullying. They are confident that staff will deal with this immediately." *Ofsted March 2024*

We are looking to appoint a resourceful and energetic person with relevant experience and ability to work within the pastoral system. This is an incredibly important supportive role and central to our continued improvement across the school.

We are looking for someone who:

- Can demonstrate an ability to relate well to young people and manage their behaviour effectively.
- Is well organised and able to navigate opportunities with good communication skills.
- To support admissions and induction into school.
- Is committed to the values and aims of the school.

The successful applicant will have an important part to play in supporting the schools drive to raise standards and enhance the equality of education for all our pupils.

The successful applicant must be committed to promoting and safeguarding the welfare of children and will be DBS and DBA checked. They will have strong IT skills, good interpersonal skills and the ability to work independently.

Please apply with a completed application form and a letter of no more than 2 sides of A4, explaining how your experience to date has prepared you for this role and how you will support children and young people get the best out of education at The Bemrose School. Applications are welcomed via email to recruitment@bemrose.derby.sch.uk

Application packs can be downloaded from the school website: [Vacancies - Bemrose](#)
Previous applicants need not apply.

**Closing date: Friday 22nd May 2026 at 9am.
Interviews to be held w/c 1st June 2026.**