## Pastoral Administrator

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| **Reference** | LATPAD2627 |
| **Location** | The Damara School, The Maltings, Raymond Street, Thetford, IP24 2EA |
| **Salary** | LATS1 £23,660.00 (FTE if worked 35 hours; 52 weeks per year) pro rata |
| **Working hours per week** | Part-time = 20 hours per week (pattern to be negotiated between core school hours of 8.10 - 15.50) |
| **Working weeks per year** | Part time = term time + 1 (5 days CPD) |
| **Contract type** | Part time, permanent |
| **Start date** | ASAP |
| **The employer** | The Lotus Academy Trust |
| **The school** | The Damara School |
| **Contact** | office@lotustrust.org.uk / 01842 773673<br>(for an application pack, informal chat, to book a visit) |

**Pastoral Administrator**

**The Damara School, Thetford | Part-time, 20 hrs/week | Term-time + 1**

Support our pastoral, safeguarding and compliance functions by coordinating educational visits, EHCP reviews, examinations and health and safety administration.

**Flexible working pattern | Job-share welcome | Salary: LATS1 £23,660 FTE (pro rata)**

We need someone with strong admin experience, excellent organisational skills, and the ability to manage multiple deadlines. School experience desirable but not essential.

**Closing date: 4 December 2026**
Applications will be reviewed and shortlisted as they are received. We reserve the right to close this vacancy early and appoint a suitable candidate before the closing date. Early application is strongly recommended.

The Lotus Academy Trust is committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance, satisfactory references and all required safeguarding checks.