



Every Student Thriving

Student Support Officer

Permanent post starting as soon as possible.

Range3 ISN16

37 hours a week, 38 weeks a year plus up to 2 INSET days on a time sheet

FTE. £28,812 p.a. Actual Salary £24,092 p.a.

8.15am to 4.15pm (4pm on two days) with a 30 minute unpaid lunch break each day.

We are looking for an enthusiastic, dynamic & committed individual to join our well established, experienced team of Student Support Officers. To deal with day-to-day operational issues associated with students and assist with their pastoral care. To listen to and counsel identified students who have personal problems that act as a barrier to learning. You will liaise with parents, colleagues, outside agencies and arrange appropriate support.

Patience and adaptability are essential, together with a sense of humour. Training will be given. Candidates must have a minimum of Mathematics and English GCSE level at grade C/4.

The John Colet School is a caring school where we pursue academic excellence, celebrate success and develop students to become active members of our school and wider community. We are constantly striving to improve.

Other reasons staff enjoy working at John Colet School (Ofsted rated – good) include;

- Good work/life balance
- Well-being activities for staff including weekly yoga, strength & conditioning and Pilates classes, crafts and social activities
- Access to onsite newly opened gym
- Being appreciated and recognised for a job well done
- The support from colleagues and SLT
- Respect and politeness from students
- Access to Blue Light discount card
- Preferential places for children of staff, subject to qualifying period
- Range of resources and support available to help achieve personal and professional goals
- Coaching and CPD workshops
- Lovely setting/environment in an area of outstanding natural beauty nestled in the Chiltern Hills (with plentiful, free staff parking)
- A 'be kind' culture
- Equality and diversity in the workplace is practised
- A wide variety of trips and extra-curricular activities (please see our website)

Applications should be made via MyNewTerm

<https://mynewterm.com/jobs/137261/EDV-2025-JCS-40215>

Please see the school website for the job description.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS and Qualifications check.

Closing date: 9am Monday 10 March 2025

Strong candidates will be offered early interviews