

Saint Bernard's



Catholic  
High School

# Recruitment Pack



## St Bernard's Catholic High School

### Contact us:

01709 828183

[www.sbch.org.uk](http://www.sbch.org.uk)

[schooladmin@sbch.org.uk](mailto:schooladmin@sbch.org.uk)

Herringthorpe Valley Road, Rotherham, S65 3BE

### About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member of the St Francis Catholic Multi Academy Trust



**Job Title:** Administration Assistant

**Contract:** Permanent, 22.5 hours per week, Term Time only

**Start Date:** September 2026

**Salary:** Band D SCP 5-6 £25,584 to £25,989 FTE, Actual Salary - £13,523-£13,739

**Reporting to:** Office Manager

**Closing Date:** Thursday 18<sup>th</sup> June 26 at 9am

**Interviews:** Monday 22<sup>nd</sup> June 26

We are delighted that you are considering applying for the Administration Assistant at St Bernard's, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 14 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

St Bernard's is a high performing school with exceptional children and inspirational and loyal staff. As a small but significantly oversubscribed school we cater for children across South Yorkshire. St Bernard's has an excellent reputation amongst the local and wider communities of the Diocese. Not only do we strive for academic excellence, we also place equal emphasis on the development of our students as well-rounded individuals, recognised in our latest Section 48 Inspection, graded as Outstanding.

We are seeking to appoint an Administrative Assistant to join our school team from September 2026. We are looking for someone who is motivated and skilled, and can work both individually and within a team, working in partnership with our children, parents and staff in a calm and friendly manner. Someone who ensures that any contact with the school, whether in person, over the phone or by email reflects our caring ethos and welcoming approach. We are seeking candidates who have school office experience or other office experiences along with a willingness to be trained in school procedures and policies. The role requires an individual who can work strategically and logically using a range of business systems and services supporting administrative aspects of the school in order to support the Head Teacher and Office Manager in complementing our current practice.





## Job Description:

### Main Purpose

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

### Duties & Responsibilities

#### General Administration

- Update manual and computerised record/information systems Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

#### Attendance Administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed





## Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

## Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

## Written Communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

## Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents and carers





- Carry out financial administration in line with the school's procedures

### Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

### Person Specification

CRITERIA	ESSENTIAL / DESIRABLE
<b>Qualifications &amp; Training</b>	
First aid training (or willingness to complete it)	Essential
GCSE English and maths (or equivalent)	Essential
<b>Experience</b>	
Carrying out administrative tasks	Essential
Dealing with face-to-face and telephone interactions	Essential
Working with children or young	Essential
Working and collaborating within a team	Essential
<b>Skills &amp; Knowledge</b>	
Good oral and written communications skills	Essential
Ability to respond quickly and effectively to issues that arise	Essential





Ability to plan, organise and prioritise to meet deadlines	Essential
Excellent attention to detail	Essential
Ability to use IT packages including word processing, spreadsheets and presentation software	Essential
Ability to use relevant office equipment effectively	Essential
Ability to build effective working relationships with colleagues	Essential
Understanding of data protection and confidentiality	Essential
Understanding of safeguarding	Essential

<b>Personal Qualities</b>	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
Ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding and equality	Essential
Embraces change well	Essential
Deals with difficult situations effectively	Essential

This job description may be amended at any time in consultation with the postholder.





### The successful candidate will have: -

- Excellent communication and interpersonal skills
- Experience of general administration duties
- The ability to manage and prioritise tasks
- Strong ICT skills and ability to learn new systems quickly
- A flexible and confident approach to work

### We will offer you:

- A supportive and hard-working Student Support Team
- An ongoing CPD programme, tailored to individual requirements
- Benefits and opportunities through St Francis MAT
- A calm, well-disciplined learning environment
- Care, guidance and support in each day of your work

### How To Apply:

Please visit <https://stfcmat.com/vacancies/> to obtain the Administration Assistant Recruitment Pack or please visit [www.sbch.org.uk/menu/vacancies](http://www.sbch.org.uk/menu/vacancies)

Please complete all relevant documentation by the closing date of Thursday 18<sup>th</sup> June 2026 at 9am and send to Sally Hofmann, St Bernard's Catholic High School, Herringthorpe Valley Rd, Rotherham, S65 3BE or email [jobs@sbch.org.uk](mailto:jobs@sbch.org.uk)

### Please Note:

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

