

HR & Pastoral Administrator

The Governors of St Bernard's Catholic High School in Barrow in Furness are looking to appoint a
HR and Pastoral Administrator

Number on Role: 677 pupils

Age Range: 11-16

Contract: Permanent

Term time only plus one week (40 weeks worked)

Full time (37 hours per week)

Salary: Grade 5, SCP 6, £23,893 (Pro rata £20,985.13)

Required start: 2nd September 2024

School website: www.stbernardsschool.uk

The Governors of St Bernard's Catholic High School in Barrow-in-Furness are looking to appoint a HR and Pastoral Administrator. This is an exciting opportunity for someone seeking to work with a committed and hardworking team with collective ambition for the school.

The successful candidate should possess NVQ Level 2 or equivalent qualification or experience in relevant disciplines. You will be able to show that you have some administration experience within an office environment and are able to communicate/negotiate at all levels.

St Bernard's is a successful Catholic comprehensive school, which is part of the Diocese of Lancaster, serving the community of Furness and located on the edge of the Lake District National Park.

An application pack and further details about the post are available from: www.stbernardsschool.uk

Completed applications should be returned to: Mrs R Peacock (Headteacher's PA and Office Manager) -
rpeacock@stbernardsschool.uk

Closing Date: Friday 12th July

Shortlisting: Week beginning 15th July 2024

Interviews: Week beginning 15th July 2024

Applications will be assessed as they are submitted, and we reserve the right to invite candidates for interview prior to the closing date and to make an appointment before this date. Therefore, we encourage interested applicants to apply as soon as possible.

St Bernard's Catholic High School is part of the Mater Christi Trust in the Diocese of Lancaster. The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Mater Christi Trust will apply for a satisfactory enhanced Disclosure and Barring check, a Children's Barred list check, two satisfactory references, satisfactory pre-employment health screening, carry out online searches for shortlisted candidates, and for Teachers, a Prohibition Check in relation to the children's workforce. In some settings a Declaration will be required in order to meet our obligations under the 'Disqualification under the Childcare Act 2006'.