

St Bede's Catholic College



Recruitment pack for the post of:

Admin Assistant – Work Experience & Sixth Form

Permanent, 26 hours per week

(Monday to Thursday 08.30 – 15.30 with a 30-minute break)

to start as soon as possible

Pay scale BG7 SCP 7-11 £16,225 - £17,294 (actual salary)

Closing date: Noon on Monday 3rd November 2025



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www.stbedescc.org



Long Cross, Lawrence Weston, Bristol, BS11 0SU

St. Bede's Catholic College

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T: 0117 377 2200 E: contact@stbcc.org W: www.stbedesccl.org



Principal: Mr R. J. King, M.Ed

Dear Applicant,

Thank you for your interest in the post of Administration Assistant at St Bede's Catholic College.

St Bede's is a great place of learning with a distinctive culture and spirit. Visitors often comment on the calm, industrious atmosphere where students are inspired to develop their talents and challenged to achieve excellence. Achievement and effort are recognised, valued, and celebrated at every opportunity.

Both within and beyond the classroom, students are offered a wealth of opportunities to explore their gifts and grow in confidence, resilience, and independence. As a Catholic college, we place spiritual and moral development at the heart of our work, fostering faith, compassion, and service in every member of our community.

Our students are ambitious, enquiring, and open-minded. They are encouraged to think critically, work hard, and aspire to excellence in all they do. Academic success has long been a hallmark of St Bede's, but our vision extends beyond results—we aim to form well-rounded individuals, confident in themselves and committed to the common good.

When you visit our vibrant community, you will find that quality, respect, and purpose underpin everything we do.

Yours faithfully,

Mr R King

Principal



The **St Bede's Way** is our practical guide to the culture and ethos that defines life in our college community. It sets out how we aspire to work together and support one another to achieve excellence.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

Where Excellence meets Purpose

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives.

As you consider joining our team, here's what we promise to provide you:

Inspiring Mission and Values:

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

Collaborative and Inclusive Culture:

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

Professional Growth and Development:

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals

Student-Centric Approach:

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success

Work-Life Balance:

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

State-of-the-Art Facilities:

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

Community Engagement:

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.

Advert

About the Role

We are seeking an enthusiastic and well-organised Administration Assistant to join our friendly and dedicated sixth form and careers teams at St Bede's Catholic College. This is an exciting opportunity to make a real difference in the lives of our students by supporting the coordination of work experience placements and sixth form careers guidance activities. You will play a key role in helping our young people gain valuable insights into future education and career pathways.

Working under the supervision of the Careers Development Officer and Sixth Form Manager, you will provide efficient administrative support, liaise with employers, parents, and students, and help to organise a wide range of careers-related events and experiences.

Key Responsibilities

- Coordinate and administer the college's work experience programme.
- Support the organisation of careers fairs, guidance interviews, and sixth form careers events.
- Maintain accurate records and databases of placements, student destinations, and employer information.
- Prepare and distribute correspondence, reports, and promotional materials.
- Communicate effectively with students, parents, staff, and external organisations.
- Handle confidential information securely and in line with GDPR requirements.
- Assist in the administration of sixth form and careers trips
- Assist in the administration of UCAS applications.

We are looking for someone who:

- Has excellent organisational and communication skills.
- Is confident using Microsoft Office and managing spreadsheets or databases.
- Can work efficiently under pressure and manage multiple tasks.
- Enjoys working collaboratively as part of a small, supportive team.
- Demonstrates a commitment to supporting young people in achieving their goals.
- Is willing to uphold and contribute to the Catholic ethos of St Bede's Catholic College.

Previous experience in an administrative role or within an educational setting would be an advantage, but training and support will be provided for the right candidate.

Why Work with Us

At St Bede's, we are proud of our strong sense of community and our commitment to providing high-quality education in a caring, faith-based environment. We offer:

- A supportive and welcoming staff team.
- Opportunities for professional development.
- A vibrant and purposeful working atmosphere.
- Collaborative working to support our endeavours to work smarter and achieve an effective balance between home and work.
- A dedicated and friendly team of professionals who are keen to develop and learn.
- Onsite parking
- Free Employee Assistance Programme
- Local Government Pension Scheme
- Members of the DfE Staff Wellbeing Charter
- Cycle to work scheme
- Free use of the college gym

Support staff at St Bede's are highly valued, highly professional and always have young people's best interests at heart. You will be encouraged to be pro-active, take the initiative and look for ways in which you can better serve the college through your role. We are looking for someone who is committed to our school values of *Work Hard. Be Kind. Do The Right Thing.*

Please complete the application form and submit this with a letter outlining your experience and suitability for this role. The closing date for applications will be **noon on Monday 3rd November 2025**

St Bede's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.

JOB DESCRIPTION: Administration Assistant – Work Experience and Sixth Form

Grade: St Bede's Grade 7, Point 7–11

Hours: 26 Hours Per Week, Term Time Only (Including In-Service Days)

Monday To Thursday, 08.30 – 15.30 with a 30-minute lunch break

Managed By: Sixth Form Manager and Careers Development Officer

Purpose of the Job

Under the general supervision of the Sixth Form Manager and Careers Development Officer, the post holder will provide efficient and proactive administrative support to the sixth form and careers team, with a particular focus on coordinating the work experience programme and supporting sixth form careers guidance activities. The role is central to ensuring students have access to high-quality work experience opportunities and up-to-date careers information, advice, and guidance.

Key Job Outcomes

- Provide comprehensive administrative and organisational support to the Sixth Form Manager and Careers Development Officer.
- Coordinate all aspects of the work experience programme, including communication with employers, students, and parents, maintaining placement records, and ensuring all necessary documentation (e.g. risk assessments, insurance checks) is completed.
- Support the delivery of careers guidance activities, such as careers fairs, university visits, apprenticeship presentations, and individual careers appointments.
- Assist in maintaining and updating the college's careers and destinations databases, ensuring accurate recording of student progress and destinations.
- Respond promptly and professionally to written, telephone, and face-to-face enquiries from students, parents, staff, and external organisations.
- Prepare and distribute correspondence, reports, and promotional materials using appropriate office applications.
- Ensure the secure handling, storage, and input of confidential data and information in line with GDPR requirements.
- Assist in producing statistical reports and data analysis relating to work experience, careers guidance and UCAS
- Support the organisation of careers-related events, including logistics, communication, and follow-up.
- Undertake any other reasonable duties as requested by the Careers Development Officer, Sixth Form Manager, Head of Sixth Form or Principal to support the smooth running of the college's careers and sixth form provision.
- Assist in the administration of UCAS application forms under the direction of the Deputy Head of Sixth Form

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Support the Catholic ethos of St Bede's as a Catholic college.

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review and will change to meet college needs. The Governors are the employers of all staff within the College and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

EMPLOYEE SPECIFICATION

Admin Assistant

GRADE: St. Bede's Grade 7

Essential	Desirable
Qualifications and Training Good general education including GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above	Qualifications and Training Recognised qualification or training in administration Evidence of ongoing professional development relevant to administrative or educational settings
Experience Experience of providing administrative support in a busy office environment Experience using data management systems and maintaining accurate electronic and paper-based records Experience communicating with a range of stakeholders (students, parents, employers, and staff)	Experience Experience of working in an educational setting, preferably within a sixth form or post-16 context Experience coordinating or supporting work experience placements, careers events, or similar activities Experience handling confidential information and working in line with GDPR requirements
Knowledge and Skills Excellent organisational skills and ability to manage multiple tasks and deadlines effectively Strong IT skills, including Microsoft Office (Word, Excel, Outlook, Teams), Google suite and database systems Understanding of safeguarding and confidentiality in an educational setting Effective written and verbal communication skills, with a professional and approachable manner	Knowledge and Skills Knowledge of UCAS processes and post-16 progression pathways (university, apprenticeships, etc.)
Personal Qualities • Commitment to supporting young people and helping them achieve their potential • Positive, proactive, and flexible approach to work • Reliable, trustworthy, and able to handle sensitive information appropriately • Ability to remain calm and professional under pressure • Commitment to continuous improvement and willingness to learn • Commitment to upholding the Catholic ethos and values of St Bede's Catholic College	
Additional Requirements • Willingness to undertake relevant training (e.g. safeguarding, health and safety, GDPR) • Willingness to work flexibly on occasion to support key events (e.g. careers fairs, open evenings)	

October 2025

How to Apply

Please submit your application online via E-Teach and submit this with a letter outlining your experience and suitability for this role by noon on Monday 3rd November 2025.

Paper copies of the application form are available on request.

If you have any queries regarding the post or to arrange a school tour or telephone discussion, please email Claire Walker, PA to the Principal, at walkerc@stbcc.org

No other application forms or curriculum vitae' will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: www.stbedesc.org

