

St Bede's Catholic College, Bristol

Administration Assistant – Work Experience and Sixth Form

St Bede's Grade 7 (Points 7–11)

Hours: 26 hours per week, term time only (including in-service days)

Start date: As soon as possible

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.

About You

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**

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