



St. Bernard's Catholic High School
Herringthorpe Valley Road
Rotherham
S65 3BE
Tel: 01709 828183 www.sbch.org.uk

Job Title: Administration Assistant

Contract: Permanent, 37 hours per week, Term Time only

Start Date: September 2025

Salary: Band D SCP 5-6 £25,584 to £25,989 FTE, Actual Salary - £22,238 to £22,590

Reporting to: Office Manager

Closing Date: Thursday 4 September 2025 at 12 noon

Interviews: Week commencing Monday 8 September 2025

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 13 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 2025. 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.



Tel: 01709 914070 | **Email:** admin@stfranciscmat.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



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

Please complete all relevant documentation by the closing date of Thursday 4 September 2025 at 12 noon and send to Sally Hofmann, St Bernard's Catholic High School, Herringthorpe Valley Rd, Rotherham, S65 3BE or email jobs@sbch.org.uk

Please Note:

Only completed Catholic Education Service application forms will be accepted. NB

if successful for interview, references will be required prior to this date.

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.