



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Head's PA & Admissions Officer

Required from April 2026

Saint Bede's Catholic High School,
Talbot Road,
Lytham St Annes,
Lancashire,
FY8 4JL.

01253 737174

hr@stbedeslytham.lancs.sch.uk

www.stbedeslytham.lancs.sch.uk

Headteacher's Welcome

Thank you for expressing an interest in applying for a role at Saint Bede's Catholic High School, Lytham. As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about as a school community. We are a family, in which each child in our care is supported and challenged to make the very most of their God-given potential and to be the best that they can be in every aspect of their personal, spiritual, and academic development.

Our expectations regarding behaviour, uniform, and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and, in turn, we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience, and the warm welcome they receive from pupils and staff alike.

"At Saint Bede's Catholic High School, pupils clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family." Catholic Schools Inspection – March 2023

We are seeking to appoint enthusiastic and committed professionals to join our school community and contribute to the high standards and inclusive provision for which Saint Bede's is known. Staff at all levels work collaboratively to ensure that barriers to learning are removed and that every pupil is supported to achieve their full potential. We value creativity, dedication, and a shared commitment to delivering an excellent educational experience for all.

Potential candidates are very welcome to visit our school to meet our pupils and staff and to experience first-hand the strong sense of community that defines Saint Bede's. We look forward to receiving your application.

Yours sincerely,
Mr P Marsden
Headteacher



"We aim to reflect the true Christian Values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world".

KEY INFORMATION

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|-----------------|--|
| Post Title: | Head's PA & Admissions Officer |
| Salary: | LCC Support Staff Pay Scale Grade 6 Points 11-19 |
| Responsible to: | School Business Manager |
| Hours: | TTO plus 5 days, 37 hours a week 8.15am-3.45pm |
| Start Date: | April 2026 |

Saint Bede's Catholic High School is a thriving Catholic secondary school dedicated to nurturing the academic, spiritual, and personal development of every child. Guided by Gospel values and our ethos of 'Being a Bede', we foster a community of love, faith, learning, and service, where all are encouraged to grow in character and excellence.

MAIN PURPOSE OF THE ROLE

This is an exciting opportunity to join the operational/business function of the school, which includes finance, human resources, governance, events, communications, administration, and site management. Working under the supervision of and line managed by the School Business Manager, the successful candidate will provide a wide range of administrative services in providing support to the Headteacher, Deputy Headteacher, school staff and Governors to ensure the day-to-day activities run efficiently, effectively, and in compliance with all statutory and local authority requirements.

The role requires excellent communication skills and the ability to respond professionally to parents, pupils, staff, external agencies and visitors.

Within the dual role, as Admissions Officer, the job holder will deal with all aspects of school admissions; Year 7, in-year and appeals, liaising with the Local Authority Pupil Access Team as appropriate.

You must be able to operate sensitively, whilst being able to handle confidential issues. The successful candidate will be a proactive and positive person who works well in a team and has the ability to liaise well with all staff and governors within school, offering support to all members of the school community.

This post is full time 37 hours per week, term time only plus 5 INSET Days, and the working hours are Monday to Friday 8.15am to 3.45pm, 30 mins unpaid lunch

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

This position is term time only, please note the salary quoted is full time equivalent. If successful, the salary received will be paid on a pro-rata basis.

Safeguarding

Saint Bede's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post is subject to an enhanced DBS check and satisfactory references.

KEY RESPONSIBILITIES

- Provide administrative support to the Headteacher and other senior staff, acting as a personal assistant to the Headteacher and Deputy Headteacher including diary management, organisation of meetings and minute taking.
- Provide a point of contact for parents/carers wishing to speak with the Headteacher.
- Liaise with external agencies (e.g. Local Authority, multi-agency teams) on behalf of the Headteacher.
- Assist the Headteacher in co-ordinating school functions, school visits and events.
- Provide liaison and communication with external authorities such as the Diocesan Education Service, Bishop's Secretary, Local Authority, Ofsted, and the Catholic Schools Inspectorate, where relevant.
- Supporting the functions/administration of the school office, including Reception duties.
- Act as the main liaison for the Chair of Governor, the governing body and the Local Authority appointed Clerk to Governors.
- Maintain school policies and procedures and ensure that the Staff Handbook reflects the most accurate and up-to-date versions, ensuring the school website is compliant too.
- Undertake appropriate continuing professional development and training commensurate with the role, ensuring that best practice and high quality support are provided to the Headteacher and the Senior Leadership Team.
- Reprographics support for all staff, ensuring that all printing/finishing is presented correctly and completed within agreed timescales.
- Maintaining stock and ordering admin supplies.
- Take an active role in promoting the public image of the school by maintaining the school website and public profiles.
- To administer first aid when required.
- To direct the end-to-end admission process, acting as the public face of the school to prospective families. Manage initial enquiries from parents, conducting tours, and administering formal applications, while ensuring compliance with statutory regulations. Key responsibilities include managing the annual admissions process, processing data via MIS and other data systems, responding to in-year applications, fostering relationships with feeder schools, and organising marketing events. Administration of the school's appeals process also forms part of this role.

ROLE SUMMARY

The role is a critical one in assisting me with the effective running of school. We require a talented and committed individual to join the team to ensure that effective administration support delivers capacity and continuous improvement. This role requires a friendly, efficient, enthusiastic and organised approach to all tasks.

This is an excellent opportunity and an exciting time for a highly organised and ambitious professional to make a tangible difference, enabling the team to drive forward with some ambitious and forward thinking plans for the administrative functions across school.

Having prior school experience is not a pre-requisite for this role. We are simply looking for the right individual with the right skills and abilities to join our small friendly team.

Mrs P Mercer
School Business Manager

PERSON SPECIFICATION

Essential:

- Substantial experience in senior administrative roles providing excellent verbal and written communication skills.
- Experience planning at least one year ahead to anticipate changes impacting delivery.
- Experience of working in accordance with school policies and procedures.
- Ability to perform effectively under pressure with strong multitasking skills in managing conflicting priorities effectively.
- Ability to work collaboratively as part of a team, with a clear understanding of school roles, responsibilities, and your own position within the structure.
- Proven ability to maintain confidentiality and exercise discretion at all times.
- Knowledgeable about premises management, health & safety and statutory compliance.
- Commitment to safeguarding and promoting the welfare of children.
- Proficient in the use of SIMS and Microsoft IT packages.

Desirable:

- A flexible and adaptable approach to working hours and responsibilities to meet the evolving needs of the school.
- Willingness to contribute to extra-curricular activities.

HOW TO APPLY

To apply, please submit the CES Application Form and the supporting recruitment documents provided. These documents are also available from the school website. Your supporting statement should be completed within the application form, using Calibri or Arial font, size 11, and must be no more than two pages in length.

Completed applications should be returned either by email or post to:

By email: hr@stbedeslytham.lancs.sch.uk

By post: Mrs P Mercer
School Business Manager
Saint Bede's Catholic High School
Talbot Road
Lytham St Annes
Lancashire
FY8 4JL

SCHOOL VISITS

Prospective candidates are warmly encouraged to visit the school prior to submitting an application.

To arrange a visit, please contact **Mrs Mercer, School Business Manager**, on **01253 737174** or via email at hr@stbedeslytham.lancs.sch.uk

CLOSING DATE FOR APPLICATIONS

The closing date for applications is Monday 9th March 2026 at 12noon.



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