



St Bede's and
St Joseph's
Catholic College

Applicant Information Pack



Title: House Manager (Maternity Cover)

Scale point 17 to 22 £26,399.73 to £29,048.56 (actual) dependent on experience

37 hours per week

Term Time only plus 2 days. Required from 16 March 2026

Closing date: Wednesday 25th February 2026 at noon



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



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Dear Colleague

Welcome to the exciting opportunities offered by working as a House Manager at St Bede's and St Joseph's Catholic College.

The House team is led by three colleagues; Scholastica (House Leader) supported by Ecclesia (Catholic Life and Community) and Olympia (Co-curricular Activities). Each Key Stage has its own dedicated House Manager who ensures the day-to-day operations of the House run smoothly and that all students are supported in every respect.

Year 7 – 11 students are divided into five Houses: St Matthew, St Mark, St Luke, St John and St Paul.

There are 300 students allocated to each House – 180 in Key Stage 3 and 120 in Key Stage 4.

The College is a unique learning community, with a distinct ethos. It is filled with talented and creative staff, led by an ambitious and forward-thinking leadership team, all of whom share the same vision: to form happy, confident, spiritually awake life-long learners.

It is important to us that we appoint the right person and if that is you, you will be hardworking, have very high expectations and have a clear commitment to the role.



In return, you will be nurtured and supported as a member of our staff so that you are perfectly placed to develop your career.

I look forward to meeting you at the interview.

Our College and Our Mission

St Bede's and St Joseph's Catholic College is a highly aspirational learning community, striving to provide an outstanding 21st century education for all learners in a learning environment of the highest





possible quality. We work constantly to promote a passion for learning, to create innovative ways of working and to nurture the talents and ambitions of all our students and staff.

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The College operates across the impressive former sites of its two foundation schools, St Joseph's Catholic College and St Bede's Grammar School – now known respectively as “Ignis” for Years 7–9 and “Ardor” for Years 10–13 – approximately one mile apart. The rich history and tradition of the two foundation schools stretches back over 100 years, with the originally stated mission to provide,

“a thorough training in the knowledge and principles of the Catholic faith combined with a secular education equal in every respect to the best public schools in England.”

This is an exciting time to join the College as we continue to develop this mission and build on our tradition, with a determined focus on strong teaching, and wide-ranging co-curricular and extra-curricular activities. Our mission inspires the three elements of our College Diploma – *Scholastica*, academic achievement, *Ecclesia*, contribution to the Catholic life of the College, and *Olympia*, participation in activities outside the classroom. These elements of the College Diploma form the foundation of our newly implemented House system, with our 1500 lower school students divided into five Houses, each with three leaders who are responsible for the achievement, personal growth and well-being of students within their House. Each House is supported by a House Manager who upholds standards and expectations within the House, as well as playing a major role in clerical and administrative organisation to support students.

The College motto, *Christus Lumen Gentium*, Christ, Light of Nations, inspires the organisation of our subject areas into five Learning Divisions, again, each with three leaders: *Ignite*, the Division Leader, responsible for overall performance, *Illuminate*, responsible for quality of teaching and professional learning, and *Shine*, responsible for tracking student progress and organising intervention and support. Each Learning Division is complemented by a Division Manager who provides efficient and effective clerical and administrative support for teachers. As need arises, we also make temporary, fixed term appointments on TLR3 to enhance the professional development within specific Learning Divisions, to develop future leaders and to continue to improve attainment at GCSE.

After GCSE, the majority of students continue with us into St Benedict's Sixth Form, our very successful Post-16 provision, where approximately 450 students enjoy fantastic study and social facilities and achieve excellent results. Ofsted's most recent judgement concludes,

“as a result of strong leadership and consistently good teaching, achievement in the sixth form is good. Leaders know the priorities for improvement and take effective action to further improve students' opportunities.”

We make every effort to secure and enhance the success of our sixth form students, through work experience, academic and pastoral support and an intensive focus on careers advice and guidance to steer them to the most appropriate Post-18 choices.

Our Houses and Learning Divisions and our high-performing sixth form reflect our passion to achieve success for all and we want to appoint staff who share this passion and are committed to supporting the development of our mission. For every post, we seek staff who can inspire, have high expectations and raise the aspirations of young people. If this is you, we look forward to reading your application and welcoming you as a member of our community.

The Role

Role Title: HOUSE MANAGER (MATERNITY COVER)



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ROLE OVERVIEW

To take a central role in maintaining the highest standards of behaviour, discipline, presentation, progress, achievement and participation within the House; working with Scholastica, Ecclesia and Olympia leaders to support student academic, pastoral and social needs.

KEY RESPONSIBILITIES:

To:

- Promote and support the Catholic values and aims of the College at all times
- Promote and implement College and House policies and protocols
- Exercise pastoral care of students (in accordance with individual care plans where appropriate), attend care meetings, or other meetings concerned with welfare where required and support students' emotional, cultural and intellectual development
- Maintain detailed student records, with particular attention to the confidentiality, privacy and sensitivity of issues
- Manage student progress and participation data, ensuring that accurate, up-to-date information is available to House leaders and tutors as required
- Supervise standards of uniform and personal appearance of students of the House, liaising with tutors and/or parents as required – assist students with lost property etc
- Supervise students during non-timetabled time when present in the House area to ensure an orderly environment at all times including the attendance to Masses and assemblies
- Coordinate academic support for students who are struggling to complete work
- Provide individual attention and guidance to students of the House, as required
- Monitor standards of cleanliness, tidiness, presentation, good repair and maintenance within the House area, referring issues that arise to the site manager, Ignite or Scholastica as required
- Ensure that House displays are lively, engaging, informative, accurate and up-to-date
- Assist House leaders and tutors:
 - by following up on student absence and engaging parents fully in our mission for every student to achieve the highest possible attendance rates
 - in the management of student rewards
 - in prudent management of the House budget
 - by ensuring that students who are in danger of falling behind in any subject are swiftly identified and supported to catch-up
 - preparing letters, reports and other documents, as required, and, where necessary, photocopy these documents for distribution
 - in maintaining House discipline
 - in the inculcation of good manners and courtesy
- Provide first aid and attend appropriate training sessions as necessary
- Participate in the College appraisal programme for support staff



ADDITIONAL DUTIES



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- Attend meetings in lieu of Extended Leadership
- Attend retreats with assigned house – day retreats and residential retreats
- Assist in the planning and induction of new students especially those who transfer after the beginning of the new academic year
- Be part of the duty rota for before College opens, lunch times and after College ends, Bus duty etc.
- Assist and coordinate House/year group activities such as annual photo's, vaccinations etc.
- Collect students for lunch time detention
- Support the on-call system especially when there are staff shortages
- Support form tutors with fundraising activities – collect sponsor monies and ensure its delivered to finance
- Escorting and supporting vulnerable students when meeting outside agencies such as Youth in Mind, Barnardo's etc
- Contacting parents/carers on behalf of subject teachers providing feedback either praise or concerns.
- Assisting and supporting Olympia and Ecclesia staff with house days and events
- Assist and attend parents evenings – preparation, bookings, encourage engagement with distant parents, meet and greet
- Assist with internal and external examinations – supervise bag rooms
- First point of call for parents/carers for –
 - Complaints
 - Welfare issues/concerns
 - Family issues/concerns
 - Endeavor to resolve complex and conflicting issues before escalation to senior leaders
 - Dealing with difficult and sometimes emotional parents who can often be angry and hostile
 - Detention issues
 - To coordinate the collection and distribution of pre-loved uniform to relevant House families

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job profile

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed

The Candidate

A Application Form L Letter R References I Interview

Qualifications, Training and Knowledge	Essential or Desirable	Evidence
Qualified to NQF (National Qualification Framework) Level 3 level in relevant area or equivalent qualification or equivalent experience	E	A
GCSE's or equivalent at Grade C or above Maths and English	E	A



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Evidence of continuing professional learning including evidence of recent leadership and management development	E	A/L/I
Able to use the Internet effectively and efficiently	E	I
Can meet English (Advanced Threshold Level) fluency expectations i.e. <ul style="list-style-type: none"> Express themselves fluently and spontaneously at length effortlessly Explain difficult concepts simply without hindering the natural smooth flow of language Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School* 	E	I
Experience		
Previous office clerical/administrative experience	E	L/I
Experience of working in a school or similar environment	E	I
Reprographics Experience	E	I
Ability to understand classroom roles and responsibilities and your own position within these.	E	L/I
Disposition and attitude		
Encourages participation in, and engagement with, the Catholic life of the College, leading by example	E	L/I
Has a good telephone manner	E	SELECTION TEST
Approachable, courteous and able to present a positive image of the school to callers and visitors.	E	I
Displays a strong sense of belonging and promotes community	E	I
Is committed to and aligned with College policies, processes and procedures	E	I
Is resilient under duress and calm under pressure	E	I
Displays flexibility, adaptability, initiative	E	L/I
Demonstrates emotional intelligence, self-awareness, courtesy and integrity	E	I
Able to promote a sense of fun, enjoyment and achievement	E	I
Thoroughness with an eye for detail.	E	SELECTION TEST
Able to deal with confidential information	E	I
SPECIAL CONDITIONS OF SERVICE		
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)	E	A



Must be legally entitled to work in the UK	E	A
Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act	E	A
Able to work flexible hours to meet the demands of the role	E	A

Important Notes

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted

- This College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the College's Services
- The role holder will need to be available to work during College hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours
- The role holder will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The role holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users
- * In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level
- The role holder must make themselves aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the College's nominated Child Protection Co-ordinator or the Headteacher.
- They must act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- They must accept and commit to the principles underlying the College's Equal Rights policies and practices.

Overview

House Manager

Start date: 16 March 2026 (or to be negotiated)

Contract type: Temporary – Maternity Cover

Salary: NJC points 17 to 22 £26,399.73 to £29,048.56 (actual)





St Bede's and
St Joseph's
Catholic College

dependent on experience

Contract Terms: 37 hours per week - Term Time only plus 2 days,
08.30 to 16:30 Monday – Thursday
08.30 to 16:00 Friday

Closing Date: Wednesday 25th February 2026 at noon

St Bede's and St Joseph's Catholic College are seeking to employ a House Manager (Pastoral) on a temporary basis.

To take a central role in maintaining the highest standards of behaviour, discipline, presentation, progress, achievement and participation within the House; working with Scholastica, Ecclesia and Olympia leaders to support student academic, pastoral and social needs.

Liaison with other House Managers to share best practice as appropriate.

Full details and application documents are on our web site <https://sbsj.co.uk/Vacancies> for any other questions please contact personnel@sbsj.co.uk

Committed to equality of opportunity. Committed to safeguarding young people; enhanced DBS/social media checks required.

