

**The Rosary Catholic Primary School  
Bridge Road  
Saltley  
Birmingham  
B8 3SF**

**[www.rosaryrc.bham.sch.uk](http://www.rosaryrc.bham.sch.uk)**

**Part of St Teresa of Calcutta MAC**

**PERMANENT GRADE 2 RECEPTIONIST (TERM TIME ONLY)**

**36.5 hours per week Term Time Only £21,886 - £23,557  
(Grade 2 Point 3 - Grade 2 Point 8)**

The Board of Directors, in partnership with the Archdiocese of Birmingham and the Local Governing Body are seeking to appoint a permanent term time only, highly motivated Receptionist to join our existing administration team. You will have good interpersonal skills needed to provide a welcoming and very professional first point of contact as well as the ability to work in a busy and varied environment. You will need to be efficient, highly competent in using ICT packages and have the ability to work on your own initiative. Prior experience of working in office administration is essential. Experience of working in a school setting and a good knowledge of Bromcom are desirable.

The Rosary Catholic School is a popular school with enthusiastic, well-motivated and hardworking staff and pupils. Staff are proud to work at the school and feel well supported by leaders who consider their well-being and workload. We recognise and value parents as the first educators of their children work together with families to support them in meeting the demands of this vocation. Engagement with families is a strength of the school and parents/carers understand and are supportive of the Rosary's mission. In our most recent Ofsted Inspection (March 2024) it was recognised that the school ambition is for every child to achieve their full potential academically and personally and we are looking for a candidate who shares this vision.

The successful candidate will, not only be part of the Rosary family, but will also have supportive and inspiring colleagues across the St Teresa of Calcutta MAC, as well as access to a range of CPD and career development opportunities.

The successful applicants will:

- Be supportive of the teaching staff and school managers in their duties as educational leaders.

**The Rosary Catholic School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.**

- Provide support to ensure an efficient office environment.
- Be versatile and able to adapt to the demands of a busy work environment.
- Communicate effectively with all stakeholders
- Facilitate the requirements of staff and pupils in the day-to-day management of the school.
- Ensure that the school office workload is effectively completed to a high standard.

In return we are offering:

- A school that is committed to the well-being of all members of the community
- A school that is committed to improvement;
- A warm and friendly environment;
- A dedicated team of supportive and friendly staff;
- Enthusiastic children who are engaged in their learning;
- A commitment to your professional development;

***This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.***

Visit to the school prior to submitting an application is warmly invited and encouraged. Please contact Mrs Mahmood, at the school office to arrange a visit to the school.

Applications should be on a CES application form and sent to the school. Application packs will be made available on the school website or will be sent by email to interested candidates. Please email [enquiry@rosaryrc.bham.sch.uk](mailto:enquiry@rosaryrc.bham.sch.uk) or contact the school office on 0121 464 4519 for further details.

Only CES application forms will be accepted. All sections of the CES application form and relevant supplementary documents must be completed.

Application forms should be returned to the school for the attention of **Mrs S Mahmood, School Office Manager.**

An online search will also be carried out as part of due diligence on all short-listed candidates.

**Closing date: 9.00am Friday 18<sup>th</sup> October 2025**

**Please note references will also be applied for after shortlisting takes place**

**Shortlisted Candidates will be notified via email on Friday 18<sup>th</sup> October**

**Interviews will be the following week.**

Application forms and supplementary documents are available to download from.

<https://saintteresaoftcalcutta.org.uk/recruitment/> or  
<https://www.rosaryrc.bham.sch.uk/vacancies/>

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**As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.**

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