



St Edmund's Catholic School

Caelum Dives IngreDI

Headteacher: Mr S Graham BSc, NPQH



Student Services Administrator

Information for Applicants

Our aim is to encourage spiritual development and understanding of the faith, create an atmosphere of order, discipline and respect, enabling every pupil to achieve their true potential. Maintaining standards of excellence in teaching and learning and build a family which cares for all its members where understanding, mutual trust and friendship are fostered.



'I can do all things with the help of God who strengthens me.'
Philippians 4:13



St Edmund's Catholic School

Arundel Street, Portsmouth Hampshire PO1 1RX
Caelum Dives IngreDI

Headteacher: Mr S Graham BSC, NPQH

Dear Colleague,

STUDENT SERVICES ADMINISTRATOR: April/May 2024

St Edmund's is a thriving, positive and happy school, where individuals achieve excellent levels of personal development and outstanding academic achievement. As a Voluntary Aided Catholic School we seek to provide a Christian education for our children within the discipline and traditions of the Catholic church.

We are extremely proud of the quality of education, opportunities and life experiences that our children receive. This is only possible thanks to the fantastic staff who put students first and are committed to all aspects of the St Edmund's family. Our outcomes for students have been the best in Portsmouth and South Hampshire for several years. St Edmund's has been in the top 10% of all schools nationally for many years. We have been rated Outstanding by Ofsted in 2016 and June 2022 AND Outstanding in our Section 48 report in 2012 and 2023. This fantastic achievement reflects the special learning environment which exists here at St Edmund's, allowing students to learn and develop in a family where mutual trust, respect, collaboration and tolerance are fostered. Staff working at the school can enjoy their roles and reap the rewards of working with young people and educating the future generations of our world.

As a Christ-centred learning community we have a passion for developing the individual God given gifts which we are bestowed. We seek to improve curiosity, creativity and a passion for life long learning. In an environment with high standards and an atmosphere of order, discipline and respect. Our faith identity is not an add on but permeates all aspects of life at St Edmund's allowing individual, spiritual development in a positive family, where tolerance, love and mutual respect, a zest for learning are some of our guiding principles.

What we like most about St Edmund's is the way that the community, staff and students come together as one family making it a warm and welcoming place to work. The post will involve working proactively with students being the main focal point for student enquiries, as well as administrative duties and dealing with first aid.

The successful applicant will need to be committed to the requirements of the School. They will need excellent word processing skills, to be flexible and able to work under pressure. Experience of SIMS or Arbor and of a school environment would be desirable. The post holder will be required to be a First Aider.

The deadline for receipt of application is Monday 15th April 2024. These can be emailed to the school via: recruitment@saintedmunds.org.uk.

I very much hope that having read the enclosed details and looked at the school website, you choose to apply.

'An inclusive education finds a place for all and does not select in an elitist way the beneficiaries of its efforts.' Pope Francis

Yours faithfully

Mr S Graham
Headteacher



Application Procedure

We hope this guide is helpful and that, having read the details, you will wish to apply for the post. If so, please complete the St Edmund's application form.

I would ask you specifically to describe:

- Your experience to date and the main features of your current experience.
- Your reasons for applying for the post.
- How you might contribute to the St Edmund's family?

Please do not submit additional documentation.

Completed applications should be returned to the Headteacher no later than:

Monday 15th April 2024.

The post will start in April/May 2024.

Job Reference: SSA24

St Edmund's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. St Edmund's Catholic School is an equal opportunities employer and welcomes applications from all sections of the community.



At St Edmund's we provide a curriculum which is broad and balanced, challenging in its delivery and is based, where possible, on the everyday experiences of the students. At the heart of our curriculum is a strong emphasis on learning and teaching. We want our students to be involved, inspired and curious about the world around them. Our broad and balanced curriculum offers both traditional academic subjects and a range of applied learning courses so that all our students are able to be successful.

Through the personalisation of learning we aim to ensure that the needs of the learners are met, whether that is through academic or vocational courses, clear information, advice and guidance as well as individual mentoring sessions to ensure each individual makes progress.

Stimulating lessons as well as continuity and progression ensure that the learning experience is enjoyable, challenging, engaging and relevant. Our curriculum aims to ensure that students leave us as well-rounded individuals, with all the skills needed to be successful in life and fully prepared for their chosen careers.

"The schools curriculum reflects and supports pupils' interests and aspirations." *Ofsted*

St Edmund's Catholic School values the quality of care extended to all members of our community. A happy student will make progress, with teachers who understand their needs as individuals and nurture positive relationships. There is a significant focus on monitoring and evaluating progress, attendance and the emotional well-being of all students. Our aim is to create a supportive family environment where every child feels safe and is challenged to achieved.

The partnership with parents is essential to our work and a key factor in ensuring that students are successful. This forms an important aspect of our personalised transition process.

"The underlying culture of respect and kindness for all underpins every element of pupils' experiences." *Ofsted*



'Success is no accident. It is hard work, perseverance, learning, studying and most of all, the love of what you are doing or learning to do.'

