



'Let all that you do be done in love'
1 Corinthians 16 14



School Chaplain at St Francis of Assisi Catholic Primary School

Part-Time: 12 hours per week
38 weeks (Term-time + Inset days)

Closing date: 09/02/2026 at 9am
Interviews: 10/02/2026

Start Date: As soon as possible

OLICAT Support Staff OLICAT Support Staff Grade G8 -13
£26,824 - £29,064 FTE

Contract: Permanent



Job Description

Job Title	School Chaplain
Salary / Scale	OLICAT Support Staff Grade G8 -13 £26,824 - £29,064 FTE
Contract type:	Permanent 38 weeks (Term time + Inset) Part-Time - 12 hours per week
Purpose of the Position	The Chaplain, through their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. The successful candidate will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. They will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum, where appropriate.
Key Responsibilities	To develop and promote the vibrant Catholic life of our school, encouraging all to be a part of our mission. Our Chaplain will work with all members of the community to ensure the Catholic ethos of our school is maintained and its spiritual values known and lived. Ensure liturgical celebrations are promoted, the pastoral needs of the school are met and links are made and established between school, parish, home, faith and community groups.
Responsible to	The Headteacher
Accountable to	Trust Strategic Executive Lead (Chief Executive Officer)

MAIN DUTIES

1. Catholic purpose and identity of the school

The Chaplain as witness:

- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship

The Chaplain as pastor:

- To be visible and approachable
- To be available for pupils, parents and staff. This may be by formal appointment or by being available informally
- To work with Class teachers in supporting individuals and groups of pupils as appropriate to support the Head Teacher in his/her role as faith leader in school

- To play a central role in the pastoral system

The Chaplain as leader:

- To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations
- To support staff in their planning, preparation and leading of liturgies and collective worship
- To support children in their planning, preparation and leading of liturgies and collective worship
- To plan, prepare and facilitate Masses as required.
- To provide regular prayer opportunities for the staff, pupils, parents and the wider community.
- To prepare retreats where appropriate including residential retreats
- To promote and care for the Prayer Room/Chapel as a sacred space
- To ensure liturgical resources are adequate and appropriate.
- To ensure the school environment and displays enhance the Catholic life of the school

The Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Chaplain must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church.

The Chaplain may undertake to work with the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and Trust.

2. Professional Development

- To engage with Continual Professional Development (CPD) relevant to the role of chaplain.
- To avail of opportunities for enhancing their own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic life of the school.
- To work with the Head Teacher to carry out self-evaluation with particular reference to the Catholic life of the school.
- To liaise closely with the parish priest and/or local clergy
- To celebrate and share the faith life of the school with the wider community
- To include the parish in school celebrations.
- To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

3. Communication

- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

4. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Work in close collaboration with the school to support the Head Teacher to develop the Catholic life of the school.
- Communicate, collaborate and work effectively with colleagues, the Head Teacher, school's senior leadership team, parents, Governors and other external agencies where appropriate.

- Develop effective professional relationships with colleagues, school's Leadership Team, central Trust team and other schools within the Trust.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and professional conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

SAFEGUARDING AND EXPECTATIONS

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, online searches, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

All appointments will be subject to an enhanced DBS clearance and online searches in line with our Safer Recruitment Policy.

Thank you for your interest in St Francis of Assisi Catholic Primary School and Preschool
<https://www.stfrancisofassisiprimarybedford.co.uk/> part of Our Ladies Immaculate Catholic Academies Trust. <https://www.olicatschools.org/>

Person Specification

School Chaplain

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & TRAINING			
1. Good literacy and numeracy skills/GCSE (or equivalent) in Maths and English	✓		Application Interview
2. Up-to-date knowledge and awareness of current educational initiatives, issues and trends		✓	
3. Recent participation in professional development	✓		
FAITH COMMITMENT			
1 Understanding of the distinctive nature of a Catholic School	✓		Application Interview
2 Commitment to contribute to the Catholic ethos and wider life of the school	✓		
3. Experience of working or volunteering in a faith-based community	✓		
EXPERIENCE & KNOWLEDGE			
1. A sound knowledge of the Catholic Religion and Catholic Mass.	✓		Application Interview
2. Knowledge of how to safeguard children in school.	✓		
3. Confidence to use ICT to effectively support learning.	✓		
4. Understanding of Health and wellbeing, safety and child protection, data protection & confidentiality	✓		
5. Knowledge of the Primary National Curriculum		✓	
6. Evidence of a strong commitment to inclusion for all	✓		
SKILLS & ATTRIBUTES			
1. Able to reflect and improve on own practice through CPD	✓		Application Interview
2. Willingness to learn from others	✓		
3. Good organisational and time management skills	✓		
4. Effective communication (written and verbal) with colleagues, children, parents/carers, as well as leadership and governance as required	✓		
5. Able to be a team player and effective decision maker	✓		
6. Able to maintain high levels of integrity, professionalism and confidentiality	✓		
7. Able to demonstrate flexibility and calmness under pressure, using own initiative to resolve problems	✓		
8. Ability to deal sensitively with people and resolve conflict.	✓		

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to online searches, Enhanced DBS clearance and two satisfactory references.

