

St Bernadette

Catholic Secondary School



**Receptionist/
Administrator**

WHO MIGHT BE INTERESTED?

Administrator

Application Pack



March 2026

Dear Applicant,

We are delighted that you are considering applying for the role of Receptionist/Administrator at St Bernadette Catholic Secondary School.

At St Bernadette's, we are a school with high ambition, strong Catholic values, and a commitment to excellence. Our recent Ofsted inspection (January 2025) reaffirmed our strengths, grading us as a Good school, with inspectors praising the quality of teaching, high expectations, and a positive, supportive environment.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you have any questions or are interested in a tour of the school please contact Steph Lindley the Headteacher's PA recruitment@Stberns.bristol.sch.uk

Best wishes,
Edward Walker
Headteacher





Receptionist/Administrator

Required: ASAP
Salary: BG7 s/p 8-11 (£26,824-£28,142 pro rata)
Location: Whitchurch, Bristol
Contract Type: 2 days pw (job share)
Contract Term: Permanent

The Governors of this outstanding Catholic 11–16 school are seeking to appoint a Receptionist/Administrator to provide first class front-of-house reception duties and essential administrative support within a busy school office.

You will:-

- Organise and provide comprehensive, high quality administrative support across the school.
- Respond effectively to queries – written, telephone and face-to-face.
- Use standard PC software for correspondence, spreadsheets/data and reports.
- Provide general office duties – post, filing, stationery, some cash handling and reception cover.
- Report to the Office Manager.
- Be First Aid trained or willing to learn.

You are:-

- Able to demonstrate the ability to work effectively in a school setting.
- Empathetic – able to build a rapport with both adults and with students of all ages, ability and background.
- Well-organised and proactive – a supportive team player.
- An excellent communicator, with good people-skills.
- Flexible, responsive and self-motivated.

We can offer:

- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff
- Strong academic results
- A school with strong care, support and guidance

Contact us:

Website – www.stberns.bristol.sch.uk

Application forms are available on the [website](http://www.stberns.bristol.sch.uk) or by emailing recruitment@stberns.bristol.sch.uk

Closing date— 9am Thursday 18th June 2026

Interviews— w/c 22nd June 2026



About our School

St Bernadette's is a vibrant and successful secondary school located in Whitchurch, South Bristol. Our recent Ofsted inspection in January 2025 highlighted the strong leadership, high-quality teaching, and excellent pastoral care that characterize our school. Inspectors particularly praised the harmonious atmosphere, the positive relationships between staff and students, and the ambitious curriculum designed to meet the needs of all learners.

While our Catholic identity remains an integral part of our community, we pride ourselves on being a welcoming and inclusive school. Our mission is to support every student to achieve their potential, develop as confident and responsible individuals, and prepare for the opportunities and challenges of adult life.

Key Features of St Bernadette's:

- Maintained the school's Good rating in all areas at the most recent Inspection (January 2025).
- Graded as an Outstanding Catholic School in 2022 S.48 inspection
- A commitment to academic excellence and personal development.
- Strong systems of care, support, and guidance for all students.
- A vibrant and inclusive community with a focus on mutual respect and collaboration.





A community of faith

Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips, retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.

Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





A community of learning

St Bernadette's is an ambitious learning community. Our approach is underpinned by a research-informed approach to teaching. Our practice is guided by Rosenshine's principles, ensuring evidence-based strategies drive high-quality instruction. We are committed to fostering scholarship, encouraging pupils to embrace academic challenge, take responsibility for their learning, and strive for excellence.

Our broad and rigorous curriculum ensures all pupils achieve their full potential, balancing the depth of traditional subjects with the innovation of new technologies. Teaching is adapted through flexible groupings, allowing every pupil to access appropriately challenging content. Progress is closely tracked against ambitious targets, ensuring high expectations for all.

Scholarship is central to our ethos, now framed by six key attributes that shape our pupils as 'St Bernadette Scholars.' These attributes are explicitly developed through lessons, our reward system, and wider school life, embedding a culture of academic excellence.

Staff development is integral to our success. Our CPD model is structured around instructional coaching, WALKTHRUs, and collaborative expertise, ensuring continual growth through evidence-based practice. By investing in our teachers, we secure the highest standards of learning and aspiration, positioning St Bernadette's as the academic choice for the Catholic community.



Excellence at St Bernadette's

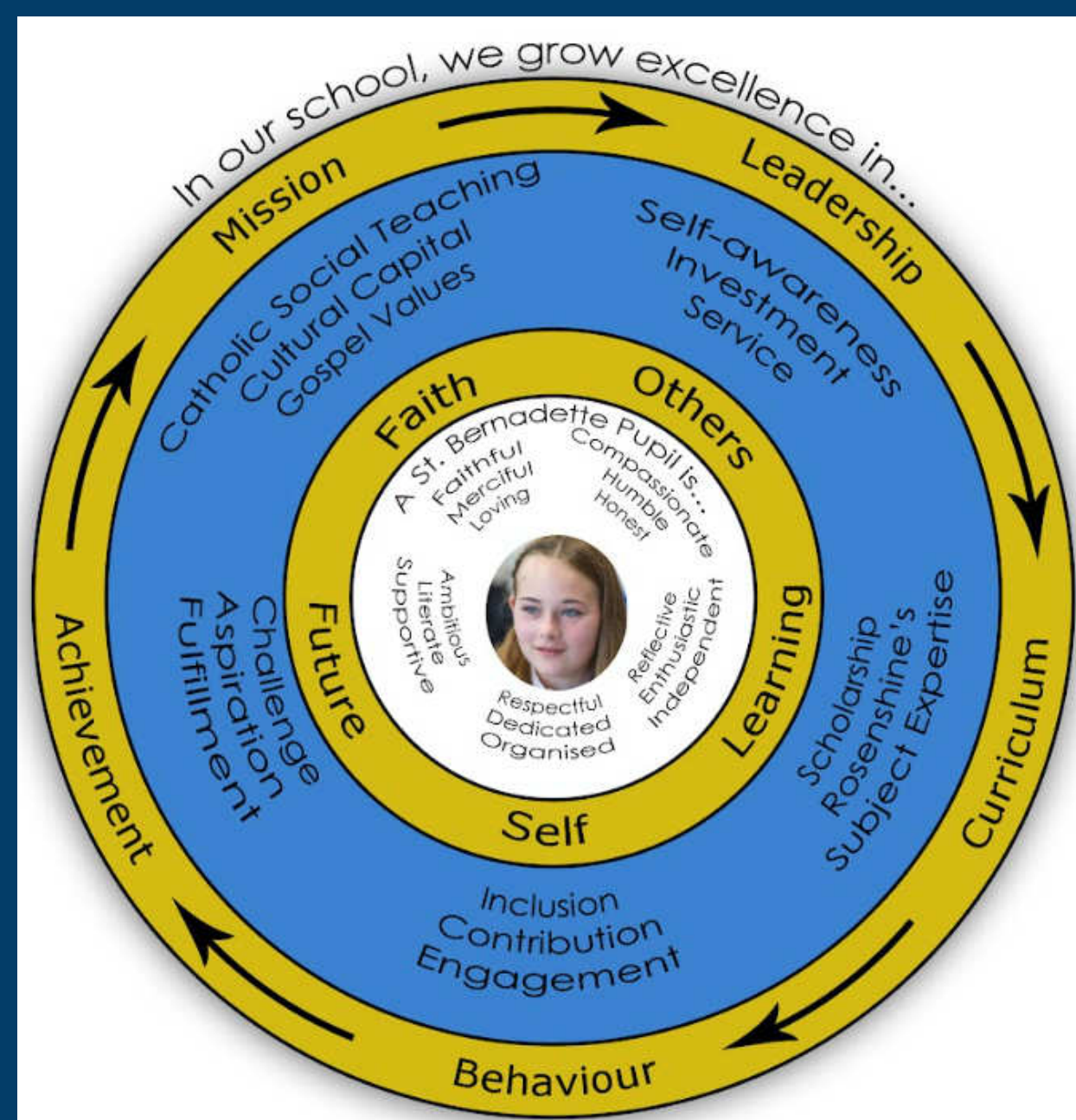


A Strong and Improving School
Our school continues to go from strength to strength. Recent data shows:

✓ Academic Success – Progress 8 and GCSE attainment have improved significantly, with students achieving strong outcomes across a broad and ambitious curriculum. Many of our pupils progress to top post-16 providers, including St Brendan's Catholic College and Russell Group universities.

✓ Parent & Staff Confidence – Over 90% of parents consistently recommend the school, reflecting our high expectations and strong relationships with families. Staff support for leadership is consistently high, with surveys showing deep trust in our vision and direction.

✓ Outstanding Behaviour & Culture – Our centralised behaviour system is highly successful, ensuring students can learn in a calm, structured, and aspirational environment. Behaviour is consistently praised by external visitors, and attendance continues to strengthen year-on-year.





Why work for us ?

Our 2025 Ofsted inspection highlighted

- “The safe, welcoming, and inclusive environment we create for all pupils, ensuring they feel valued and supported.
- The high expectations we set for behaviour, leading to a calm and orderly learning environment.
- Our broad and ambitious curriculum, carefully designed to help pupils build their knowledge over time.
- The strong support for pupils with SEND, ensuring they can access learning effectively.
- The impact of our careers and personal development programme, preparing pupils well for their next steps.
- The strong leadership and governance ensuring that our shared vision for the school is clearly understood and supported.”

In addition we offer:

- A strong Catholic ethos - judged “Outstanding” in our 2022 Section 48 Inspection
- Happy, friendly and talented students
Enthusiastic, committed and friendly staff and governors
- A full package of wellbeing and health support.





Job Description

Purpose of the Job

To provide effective and high quality first aid, reception and administrative support to promote efficient delivery of the purpose and mission of the School.

Key Job Outcomes

Organise and complete a range of administrative and clerical duties including:

1. Responding to a range of routine and more complex written, telephone and 'face to face' enquiries, including referrals from the school's reception service, from a variety of sources (internal / external) either directly or by referral of items requiring policy evaluation to an appropriate colleague/section to ensure satisfactory resolution.
2. Full reception duties including checking identity, allocating and retrieving visitor identification and completing visitor log, identifying and meeting the actual needs of people asking for information, referring enquirers to the colleague best placed to deal with complex queries, receiving, logging, passing on and if necessary following up messages for colleagues in a timely and effective manner so that visitors are made to feel welcome and that colleagues can be notified about visitors
3. Accurately operating a PC to amend / manipulate / develop: spreadsheets, databases and other computer applications to produce data & statistical information and reports for management as required, in addition to supporting the overall objectives of the team.
4. On an ad hoc basis, composing, typing and distributing routine and more complex correspondence.
5. Carrying out analysis and sourcing of data and information and compile information relating to the work of St Bernadette Catholic Secondary School school, in support of special projects being undertaken within the team and prepare brief reports as required.
6. Undertaking general office duties to include: opening and sorting of post; filing; photocopying; maintaining office diary; monitoring/ordering of stationery as required; Cash handling, collection and reconciliation.
7. Providing student support including replacement timetables, lost property etc
8. Ensuring secure handling of confidential data and information to comply with Council policy and with the data protection act.
9. Undertaking relevant training and providing First Aid to staff, students and visitors as required



Job Description cont.

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Person Specification



ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge & Experience</p> <p>Proven competence in business & administration equivalent to NVQ level 2.</p> <p>Experience of maintaining and manipulating computerised and/or <u>paper based</u> data/information.</p> <p>Working knowledge of word processing and spreadsheet packages.</p> <p>Experience which demonstrates ability to gather and analyse information to prepare complex reports.</p> <p>Language Skills: Higher level of fluency. Able to ask complex questions to citizens to understand their needs and be able to advise on the necessary actions to be taken and the information that must be captured accurately.</p> <p>Abilities & Aptitudes</p> <p>In communication, ability to assess any given situation and to respond in the appropriate manner.</p> <p>Ability to prioritise tasks <u>and manage</u> time effectively to ensure work objectives and deadlines are met.</p> <p>An understanding of the requirements in shaping the image of a customer orientated organisation.</p> <p>Numerate and capable of undertaking accurate financial and other calculations.</p> <p>Ability to file and retrieve information stored alphabetically, by theme or numerically, both in paper and electronic formats.</p> <p>Ability to handle information securely and confidentially.</p> <p>Ability and willingness to work cooperatively as part of a team.</p>	<p>Knowledge & Experience</p> <p>Experience of working in a service orientated environment.</p> <p>Experience of any of the following: invoices, sickness/leave records, payroll tasks, orders, employee records, databases.</p> <p>Developing new administrative systems and procedures in line with best practice.</p> <p>Experience and/or knowledge of administration quality assurance systems.</p> <p>An awareness of, and commitment to, the City Council's Core Values and their impact on delivering effective services.</p> <p>An awareness of equal opportunities.</p> <p>Abilities & Aptitudes</p> <p>Capability to organise and supervise the work of others</p>

SPECIAL CONDITIONS

The job involves working with children and will be subject to relevant safeguarding request including DBS checks. Where the job involves working within early years services at any time it will be offered/the employee is required to confirm that they are not disqualified from working within early years services by association.