



# ST MARY'S RC HIGH

## PER MARIAM

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HR1 4DR

### ADMINISTRATIVE ASSISTANT - CAREERS

**Permanent position: 37 hours per week, term time only**

**HC05 / SCP 06-11: £21,789 - £23,594 per annum**

An exciting opportunity has arisen to work as an Administrative Assistant in the role of Careers at our 'outstanding' school.

The postholder's main responsibilities will be:

- To manage the day-to-day running of the Careers department including the organisation and running of careers events;
- To arrange and oversee the work experience programme;
- To prepare resources for teaching and learning, ensuring provision of effective resources and information services;
- To assist Head of Careers in all aspects of administrative requirements; and
- To be a key player in assisting with the implementation of the careers strategy and provision for the school.

St Mary's RC High School is a highly successful 11-16 mixed comprehensive school with a very strong Catholic ethos. Our number on roll is 750, of which approximately 50% are baptized Catholics, the remainder of the pupils are of other faiths whose parents want them to experience a Catholic based Christian education. St Mary's is a very popular school locally; our reputation for enabling pupils to achieve outcomes and make outstanding progress within a caring community, means we are oversubscribed.

Any colleagues joining our staff team would be well supported on a daily basis, but also via a culture showing good practice across the school. Teaching and learning is vibrant, we push ourselves and each other to be as good as we can possibly be.

Our school is set in beautiful surroundings in Lugwardine, just three miles outside of the city of Hereford. We are blessed with lovely grounds, which includes a stunning purpose-built chapel and picturesque rural views.

Working at St Mary's offers a good quality of life in a highly professional, ambitious and caring Catholic community. We look forward to meeting and welcoming colleagues interested in joining our staff team and committed to giving our pupils the best possible education.

St Mary's High School is committed to safeguarding and promoting the welfare of children and young people. As part of our due diligence an online search will be carried out on shortlisted candidates.

The successful candidate will be subject to a Disclosure and Barring Service enhanced check and further pre-employment checks will be conducted in accordance with KCSIE. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

All documents relating to this post can be accessed through the school's website under Contact Us > Vacancies.

Deadline for applications: 12noon Friday 29<sup>th</sup> May 2026

Interviews to be held: w/c 1<sup>st</sup> June 2026

Completed applications to be emailed to [cbryan@st-maryshigh.hereford.sch.uk](mailto:cbryan@st-maryshigh.hereford.sch.uk)

We look forward to receiving your application.

