



St Bernard's
Catholic High School
— Part of the Mater Christi Multi Academy Trust —



The Governors of St Bernard's Catholic High School in Barrow in Furness are looking to appoint a

Data and Examinations Officer

Number on Role: 677 pupils

Age Range: 11-16

Contract: Permanent, Full Time, 37 Hours per week
Term Time only + 3 weeks (41 weeks worked)

Salary: Grade 7, SCP 12-14, £27,711 - £28,624 per annum, pro rata £24,946.97 - £25,768.90

Applications for 30 hours will be considered, pro rata £20,227.27 - £20,893.70 (During the Exam season this role will be 37 hours per week)

Required start: As soon as possible

School Website: www.stbernardsschool.uk

St Bernard's Catholic School is a high performing Secondary school in a beautiful corner of Cumbria, at stone's throw from the Lake District National Park— an incredible place to live and work. We are a school where all are 'known and loved'. We are proud to be part of the Mater Christi Trust comprising 16 schools (and growing) across Cumbria and Lancashire, providing incredible opportunities for growth and development for our staff.

We are seeking to appoint a permanent, enthusiastic and highly motivated Data and Examinations Officer to join our school.

We would welcome applications from someone who has:

- NVQ3 or equivalent qualification or experience in relevant discipline.
- A high level of planning and organisational skills and attention to detail.
- Ability to relate well to children and adults.
- The ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- High level organisational, ICT and administrative skills

Our School can offer you:

- A school where "Students describe the school as a loving environment" and "Students behave in a mature and sensible way", "They respect each other and their teachers and enjoy learning".
- A professional, enthusiastic and supportive team of staff with the capacity and commitment to raise student achievement.
- Centralised behavior systems to support teaching staff.
- Supportive parents, Governors, Diocese and Trust.
- A well-resourced school with good results.
- A strong commitment to developing staff and creating the leaders of tomorrow.

An application pack and further details about the post are available from: www.stbernardsschool.uk/vacancies

Completed applications should be returned to: angela.williams@mater-christi.com

Closing Date: 12 noon on Tuesday 11th February 2025

Shortlisting: Wednesday 12th February 2025

Interviews: Friday 14th February 2025

St Bernard's Catholic High School is part of the Mater-Christi Trust in the Diocese of Lancaster. The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Mater Christi Trust will apply for a satisfactory enhanced Disclosure and Barring check, a Children's Barred list check, two satisfactory references, satisfactory pre-employment health screening, carry out online searches for shortlisted candidates, and for Teachers, a Prohibition Check in relation to the children's workforce. In some settings a Declaration will be required in order to meet our obligations under the 'Disqualification under the Childcare Act 2006'.



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