



ST. BEDE'S
COLLEGE
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St Bede's College

Candidate Information Pack

Office Manager and Headteacher's PA

Application Deadline: 6th February 2026

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We are a community of believers who aspire to provide the students in our care with an education of excellence rooted in and sustained by our shared commitment to the life and teachings of Jesus Christ, knowing that we are created by Him and inspired by truth, committed to ourselves and to each other, grateful to our families and in awe of the world around us.

Through the values, with which Cardinal Vaughan opened the doors of the school 150 years ago, we recognise that every member is equal in the eyes of God and worthy of respect. Like him, we continue to pursue academic excellence, civilised standards of behaviour and an awareness of traditional family values underpinned by the Gospel message and the teachings of the Catholic Church.

MISSION STATEMENT

NUNQUAM OTIO TOR

Welcome from the Headteacher



St Bede's is a unique place, where young people are nurtured and supported in order to flourish and reach their full potential. The College is extremely proud of its Catholic heritage. It has been educating young people with respect, dignity and compassion for over 150 years and it is through our dedicated staff that this is possible.

Thank you for taking the time to consider St Bede's. Throughout our history, the College has encouraged its pupils to be confident and successful whilst modest young people, able to make the right decisions when the moments arise. Our core values remain unchanged – the timeless Catholic qualities of humanity, compassion and empathy for others, and we look forward to welcoming colleagues who share them.

Mrs Maria Kemp
Headteacher



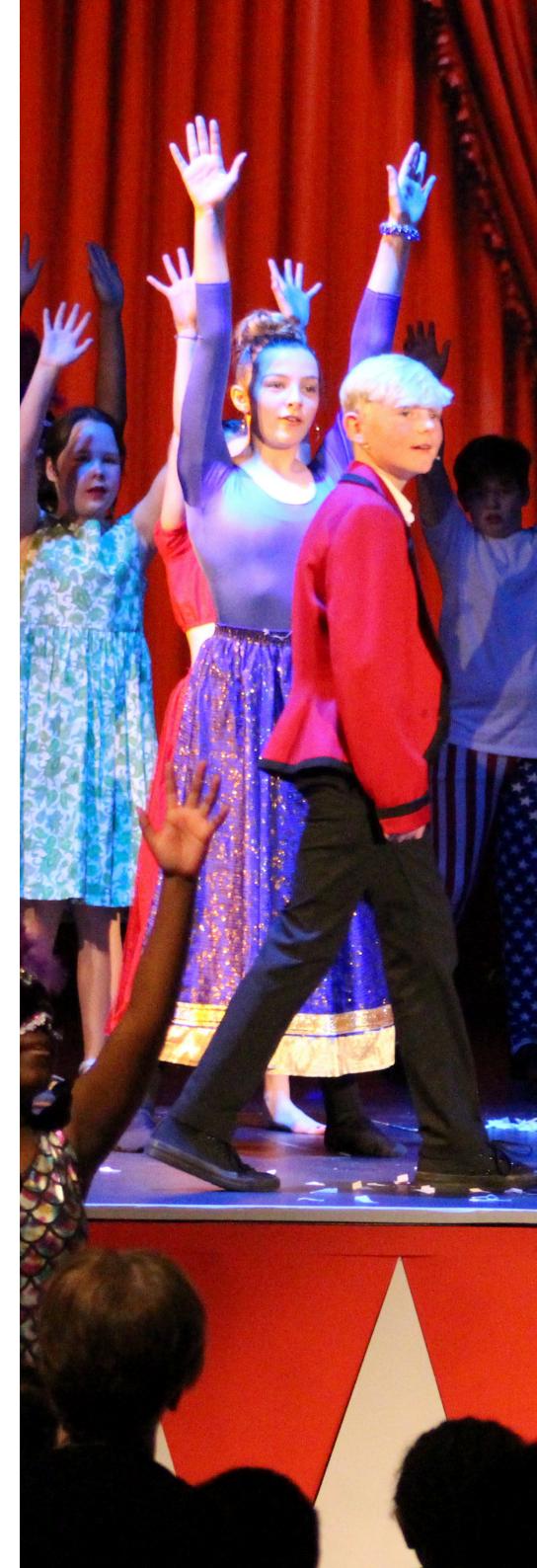
Welcome from Head of Prep



I am delighted you are considering working at St Bede's College, of which the Prep school is an integral part. From the Early Years Foundation Stage through to the end of a child's primary journey in Prep 6, our curriculum is bright, pacy, engaging and varied. Highly qualified and specialist teachers, together with small class sizes provide the best possible education for each and every child in the Prep.

Our approach to education stems from our deep Catholic roots and is a combination of high academic standards and a commitment to the moral and spiritual development of each child. Happy children are those who feel valued, whose strengths and individual achievements are celebrated. The Prep is an ideal place for children to develop a life-long love of learning where curiosity thrives in our vibrant and forward thinking environment in which to grow and learn.

Mrs Claire Hunt



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While I definitely benefited academically, the most valuable thing I got from my time at St Bede's is the friends and family that I have still - twenty years after leaving. The biggest endorsement I can give is that I send my own children there, hoping they will have the same positive experience.

John Boylan
Old Bedian (1994-2001)

Welcome to St Bede's College

A Catholic HMC Independent College for boys and girls aged 3-18

On 7 January 1876, Cardinal Vaughan opened the doors of St Bede's College in Manchester. The thirst for knowledge and search for truth that characterised the life of St Bede was the founding idea of a college designed to foster in its pupils a love of learning. Almost a century and a half later, the school remains faithful to that founding idea: its aim is for students to reach their full potential and become true leaders capable of building a better world.

Christ remains at the centre and heart of the school, and pupils are seen as the children of God they are, regardless of their background or their own faith journey.

St Bede's College strives to work in partnership with parents in order to become a centre where they can find all the support, service and advice they need. The College has a rich life, full of opportunities accessed through the house system, co-curricular activities and the students' own initiatives, all of which contribute to the positive growth mindset transmitted by its founder. While excellent teaching and small class sizes contribute to its students' academic success, St Bede's is equally committed to holistic education, allowing children to shape their future in accordance with their uniqueness.



Office Manager and Headteacher's PA

Office Manager Department Overview

DEPARTMENT

Administrative Support Staff

DIRECTLY RESPONSIBLE TO

Headteacher

COMMENCING

Summer Term 2026



The Administrative Support Team at St Bede's College encompasses the essential pillars of College operations, including data management, attendance, and front-of-house services.

The team currently consists of seven dedicated professionals: two Data Managers, one Attendance Officer, three Receptionists, and a General Office Assistant. We are a friendly and collaborative team that works cohesively and supports one another to ensure the seamless day-to-day running of the College.

Join our dynamic Administrative Hub, the central heartbeat of St Bede's, where efficiency meets excellence in a fast-paced and rewarding environment. As Office Manager and PA to the Headteacher, you will be at the very core of our College community, orchestrating the vital support that allows our staff and students to thrive. You will lead a dedicated team committed to providing a warm welcome and a professional service, ensuring that the administration of the College reflects the high standards and nurturing ethos for which we are known.

Office Manager and Headteacher's PA Duties and responsibilities

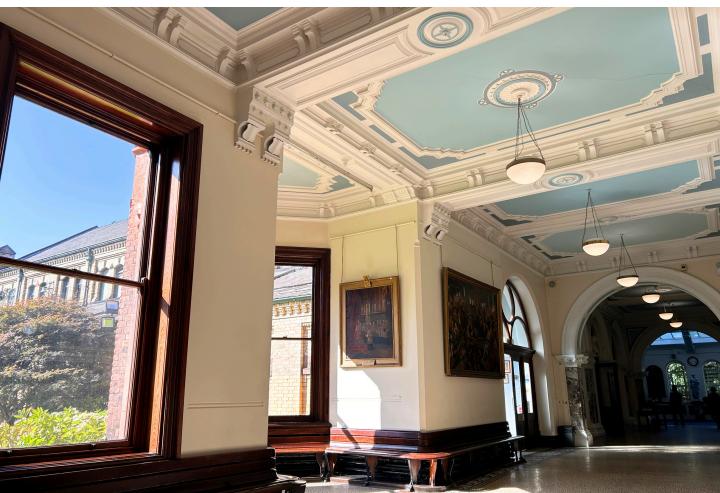
The Office Manager and Headteacher's PA is a full-time position, working Term Time plus 4 weeks to ensure the College is prepared and polished for the start of each new term. You will lead the functional coordination of our administrative team, acting as the bridge between our two Data Managers, Attendance Officer, and Reception team. Like our teaching staff, you will be a visible and supportive presence across the College (3-18), ensuring that every visitor, parent, and pupil receives a warm and professional welcome.

As a proactive facilitator to the Headteacher, you will play a vital role in the strategic oversight of the College diary. You will bring energy, foresight, and cohesion to the Head's daily schedule, managing communications professionally and sensitively. You will proactively manage the Headteacher's inbox, drafting non-standard

and sensitive correspondence to ensure timely responses to all stakeholders. You will also provide high-level proofreading for key College documents, including reports to Trustees, policy updates, and parent communications.

Liaising with the Clerk to Trustees, you will assist in the long-term planning of meeting schedules and the publishing of future term dates. Furthermore, you will be responsible for collating and distributing weekly briefing notes to ensure clear internal communication across the College. You will bring administrative oversight to major College events, ensuring that they run seamlessly.

Our support staff are expected to be fully integrated into the life of the school, contributing to the shared mission of promoting the general progress, ethos and wellbeing of the entire St Bede's community. We warmly welcome candidates with open minds and hearts who seek to bring a sense of calm and professional joy to our front office. We work enthusiastically and to a high standard, and we relish the idea of a like-minded individual joining our team.



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We came to visit the school on an Open Day and your students took us around on a tour of the school. As they were talking to us and showing us around the different departments, we really got to know them and we thought we would like our child to be like them.

St Bede's Parents

Safeguarding Duties

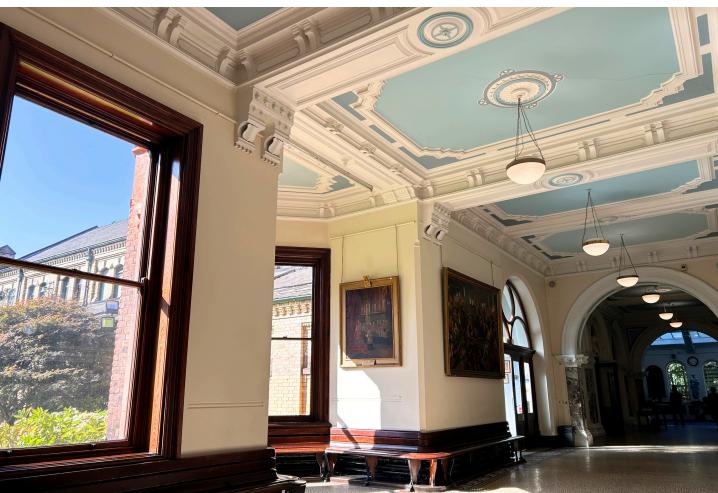
Every pupil should feel safe and protected from any form of abuse. St Bede's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

All staff have a responsibility for safeguarding and undertake regular training and updates, beyond statutory requirements. All members of the pastoral team undertake full DSL training and are led by an Assistant Head in charge of Safeguarding.

Shortlisted candidates will need to disclose relevant criminal history. This post is exempt from the ROA 1974 and, therefore, the successful candidate will have to have an enhanced DBS and barred list check.

References will be sought from all shortlisted candidates.

All child protection policies can be found [here](#).



Office Manager and Headteacher's PA Personal Profile

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Strong academic background.A good honours degree.	<ul style="list-style-type: none">Professional PA or Secretarial qualification (e.g., IAM or Pitman).Evidence of continuous professional development.
Experience	<ul style="list-style-type: none">Significant experience in a senior administrative or PA role (or potential to be)Experience in maintaining staff confidential files and managing sensitive disciplinary records.Experience in coordinating complex meetings, College facilities, and high-profile events.Previous involvement in general office administration and procurement with external suppliers.	<ul style="list-style-type: none">Successful administrative experience within a school environment.An understanding of the distinct operational and community landscape of an Independent School.Experience in producing professional school publications (e.g., orders of service or programmes).Specific experience managing a school Complaints Log in line with regulatory requirements.

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	Essential	Desirable
Abilities	<ul style="list-style-type: none">Ability to act as a proactive facilitator to the Headteacher.Ability to support and inspire the administrative team.Ability to plan and oversee a robust recruitment process, including the verification of references prior to interview.Ability to manage the Single Central Register (SCR) with a rigorous understanding of safeguarding.Ability to work on reception as needed and triage a high-volume executive inbox independently .Willingness to assist at and coordinate evening events as required.	<ul style="list-style-type: none">General proficiency in IT programs and tools and a willingness to learn new skills and toolsAbility to use pupil tracking data and MIS systems eg ISAMS proficiently.
Skills	<ul style="list-style-type: none">Passion for the College and its mission.Exceptional professional communication and meticulous proofreading skills .Absolute discretion, courtesy, and diligence, particularly when handling confidential staff matters.Well-organised with the ability to maintain order in a busy office environment.Evaluate and plan effectively.Commitment to safeguarding and the welfare of students.	<ul style="list-style-type: none">Awareness of developments in education and school compliance.Ability and experience of working collaboratively and successfully with colleagues.
Values	<ul style="list-style-type: none">Be fully sympathetic to the aims of a Catholic school. St Bede's provides a holistic education, which is firmly rooted in the teachings of the Catholic Church.Commitment to pastoral care.	

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Our vision is to see our pupils grow as true leaders in the 21st century; we believe that character development will help them to achieve their potential, lead responsibly and build a better world.

Mrs Maria Kemp
Headteacher

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How to apply

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SALARY:
Competitive

**CLOSING DATE
FOR APPLICATIONS:**
9am 6th February 2026

**INTERVIEWS WILL
TAKE PLACE ON:**
Week beginning 9th
February 2026

The Deputy Head, Tom Sanders, would be happy to talk to any interested applicant and answer any queries. He can be contacted by email in the first instance at tsanders@sbcm.co.uk

We welcome applications from those who wish to apply for the position to do so through the TES advertisement. Any queries or concerns with this can be directed to the Headteacher's PA Mrs McGoff at bmcgoff@sbcm.co.uk.

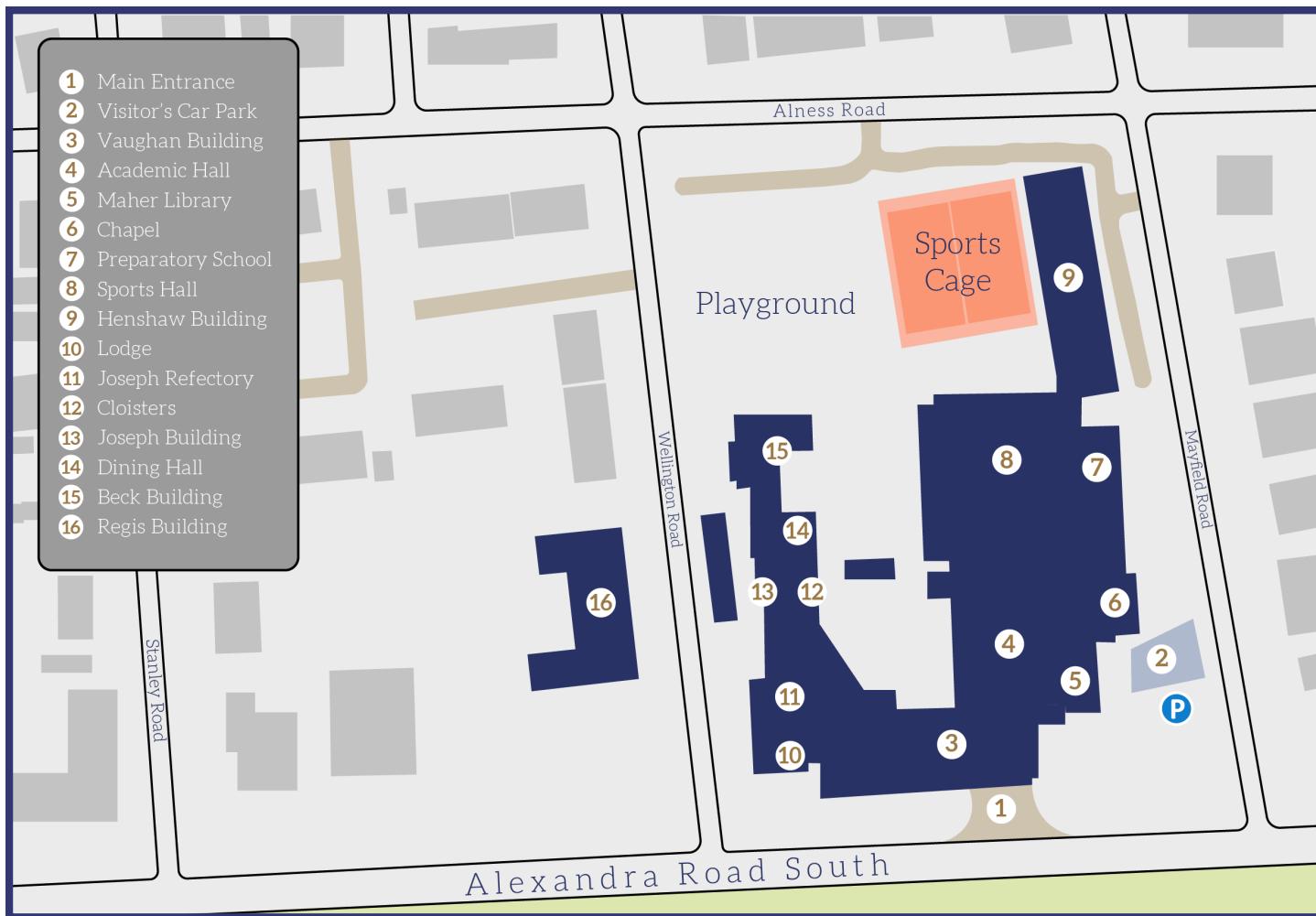
The application form must be completed in full, including:

- Full education and/or employment history from the age of 16, with any gaps explained.
- Contact details from two referees, one of whom must be from the candidate's most recent employer, and one of whom must be from the most recent time the candidate worked with children (if applicable).
- Please indicate on the form where a referee may or may not be contacted prior to an interview, and be prepared to offer an alternative contact if required.



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Map of the School



Senior Leadership Team





ST. BEDE'S
COLLEGE
1876

Postal Address:

St Bede's College, Alexandra Park, Manchester M16 8HX

Website

www.sbcm.co.uk

Phone

College t. 0161 226 3323

Prep t. 0161 226 7156