



St Benedict's Catholic College



Office Assistant Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for an Office Assistant.

The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, please contact Claire Hughes, Finance and Office Manager on 01206 549222.

The post is required as soon as possible and the closing date for applications is Monday 5th January 2026 at 12.00 midday. Interviews will be held on Wednesday 14th January 2026.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.simonelli@stbenedicts.essex.sch.uk.

RECRUITMENT

Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester city Centre.

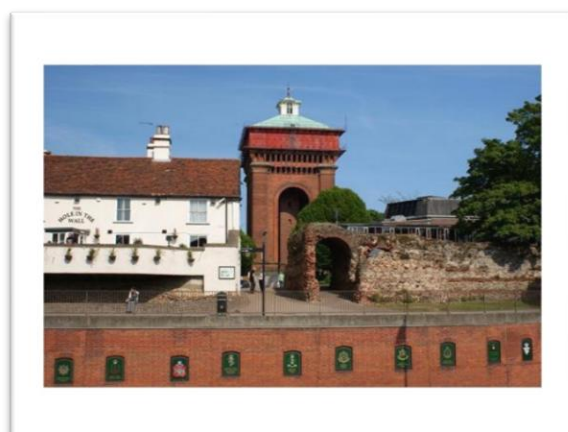
Colchester is a thriving, modern city with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the city, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The city also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



OFFICE ASSISTANT – Job Description

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade Band 3

Job Purpose

To undertake general administrative duties to support the effective running of the college office and finance function in a timely, customer-centred manner to facilitate the smooth running of the college.

Reports to Finance and Office Manager

Job role

- General clerical administrative duties, including to effectively use word processing and spreadsheet programmes to ensure the accurate production of documents, e.g. letters, distributing post and telephone messages
- Dealing with telephone / email enquires
- Dealing with visitor and student reception enquiries
- To provide First Aid cover for the medical room assistant.
- Production of the college's newsletter
- To undertake college uniform administration
- To order stationery for administrative staff
- To administer student lockers
- To undertake student filing
- To prepare items sold by the college (eg revision books) for distribution
- To assist with the arrangements of the school photographic sessions
- Production of the music timetables
- To provide administrative support to the finance team when required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person specification

	Essential	Desirable
Qualifications and experience		
Knowledge of general school policies and procedures		✓
Good reading, writing, grammar and punctuation skills	✓	
Ability to do basic arithmetic and undertake calculations	✓	
Ability to use photocopier	✓	
Ability to use word processor, databases and other IT applications	✓	
Ability to complete timely, detailed reports, forms and letters	✓	
Personal Qualities		
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Ability to follow instructions effectively	✓	
Ability to work accurately and with attention to detail	✓	
Ability to work on own or with other adults in the school	✓	
Be a role model	✓	
Able to consult with colleagues in an effective way	✓	
Skills and abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Good understanding of the learning experience provided by the College		✓
Understand the importance of physical and emotional wellbeing	✓	
Establish effective relationships with those working in and with the College	✓	
Good understanding of the way children develop in relation to the role		✓
Ability to support children who may be unwell		✓
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Able to manage own time effectively	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety and impact of own actions	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand the role of others working in and with the school		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	



St Benedict's Catholic College

Norman Way

Colchester

Essex

CO3 3US

www.stbenedicts.essex.sch.uk

