



St. Richard's Catholic College



A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: **D. Cronin, N.P.Q.H., M.A., B.Ed.**

July 2019

Dear Applicant

Thank you for your enquiry for the post of secretary at St Richard's Catholic College. This is a part or full-time post requiring a highly skilled and professional individual able to make a significant contribution to the smooth running of our school.

The college roll is at present 1020. The college enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The examination results (2017-18) were 88% 5 or more 4-9 grades in all subjects; 83% 4-9 grades including English and Maths and 62% 5-9 grades including Maths and English.

Our last OFSTED inspection (2006) rated the school as outstanding as did our most recent Diocesan Inspection (November 2018). Visitors to the college often comment on our 'strong' family atmosphere, supportive ethos and Christ-centred caring environment. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a National Teaching School and National Support School and a Specialist Science College with High Performing Specialist School status and we have Leading Edge status, International School status, Prince's Teaching Institute 2018 Mark, Fairtrade Fair Achiever Award status, Artsmark Gold Award, Space Education Quality Mark as well as Gifted and Talented Lead School status. We are also a partner in the Sussex Maths Hub. We are ambitious to become one of the best schools in England.

The successful candidate will be extremely efficient and will be expected to have a high degree of accuracy and an ability to use his/her initiative. He/she will be expected to be discreet, have a welcoming telephone manner and be able to produce newsletters, minutes, the handbook, the school diary and other publicity material to a very high standard.

If you would like to be considered for this important role then please complete the application form ensuring there are no gaps in chronology of your study or employment. Please attach a supporting statement of no more than two sides of A4 which outlines:

- why you feel you are the right candidate for the post;
- your ability to carry out the Job Description efficiently and effectively.

The closing date is Monday, 15th July 2019.

Thank you for your interest and I look forward to receiving your application.

Yours sincerely

Miss D Cronin
Principal

