



Required from	02 March 2026 or as soon as possible
Vacancy for	Admin Assistant
Scale	Scale 4 - Point 10 (£14.39 per hour) rising to Point 11 (£14.62 per hour)
Contract	Permanent (37 hours per week)
Percentage	100% 5 days, term time only (38 weeks)
Closing Date	18 February 2026
Interviews	25 February 2026

St Bede's is a high attaining, over-subscribed, 11-16 Inter-Church School (RC and Anglican), graded by Ofsted as outstanding in all categories.

If you are adaptable, friendly and can work well in a busy environment then you could be the person we are currently seeking Admin Assistant to join our thriving, highly successful team. We seek to recruit outstanding staff in sympathy with our Christian ethos who will share our commitment to excellence, innovation and collaboration.

We have the highest expectations for all our students and aim to provide them with the very best teaching and support to develop into articulate and confident young people.

We are a friendly, welcoming school with a committed staff, motivated students and supportive parents.

Inspiring staff produce inspired students!

We welcome visits to our school so just let us know if you would like to arrange one before you apply (email: dhoughton@stbedes.cambs.sch.uk)

St Bede's is committed to safeguarding and promoting the welfare of children and young people. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education our Equality and Diversity Policy and DBS clearance and satisfactory references.

Application forms are on our website: www.st-bedes.org.uk/vacancies or contact Doreen Houghton, Tel: 01223 400042, email: dhoughton@stbedes.cambs.sch.uk