



ST EDWARD'S COLLEGE

Student Services Assistant

Choir School to Liverpool Metropolitan Cathedral
Part of the Laetare Catholic Multi Academy Trust

Welcome to St Edward's



THE COLLEGE TODAY

St Edward's College is a Catholic school, located in the heart of Liverpool, educating 11–18 year olds. With its strong track record of academic success, pastoral care, and enrichment of every student, the school has become highly popular and is consistently oversubscribed, receiving 900 applications for just 176 Year 7 places. The College has built close ties with the local community, including a partnership with its co-located primary school, forming the Cathedral Choir School for the Liverpool Metropolitan Cathedral. The College offers a broad range of extra-curricular activities, from music and drama to a wide variety of sports, and academic clubs such as mathematics and science, where students have excelled in national competitions. These activities are supported by excellent sports facilities, including an indoor swimming pool. The thriving Sixth Form, with over 300 students, is one of the largest in the city and is further enhanced by the Honours Programme, which targets Oxbridge and Russell Group universities. In September 2024, the College appointed a new Headteacher, who has a compelling vision to make St Edward's College the preeminent Catholic school in the city and beyond. With their leadership, the College is set to enter an exciting new chapter, continuing to build on its successes and offering even greater opportunities for its students.

BUILDING ON OUR RICH HISTORY

We joined the Laetare MAT in November 2025. Joining the Laetare Trust marks a new phase in the College's development, and the Governors are carefully considering this exciting opportunity for our future. The Laetare Trust, which focuses on religious order schools, aligns with our values and mission.

Regardless of the outcome, the Catholic life of the school will continue to flourish and be enriched, building on the excellent practice identified in the November 2024 'Good' judgement of the Section 48 Diocesan Inspection.

In December 2024, we were judged to be 'Good' in all categories by Ofsted – The Quality of Education, Behaviour and Attitudes, Personal Development, Leadership and Management, and Sixth Form. This is a positive step forward in our shared vision to make St Edward's College the preeminent Catholic school in the North West.

COLLEGE 'CROWN JEWELS'

THE THINGS WHICH MAKE ST EDWARD'S EXCEPTIONAL

Cathedral choir. The only secondary Catholic Cathedral choir school in England, one of few choir schools in state sector. 3 choirs – boy choristers, girl choristers, youth choir (older singers) – lead the choral worship at a professional standard of singing from an exhaustive repertoire of plainsong plus British and European composers, singing over 100 services a year.

Music. 20% pupils selected on basis of musical aptitude (by special govt permission) and a strong programme of musical nurture and ambitious performance, standard of music making and levels of participation, unusual for schools in either state or private sectors.

Sport. Extensive weekend sports programme, high levels of participation and standard of play provide a significant number of pupils with opportunities to enjoy competitive traditional sports at no cost and with great benefit for physical and mental health and wellbeing. The programme is supported by parental donations and a philanthropist alumnus.

Catholic Culture. Unusual even amongst Catholic schools, extensive opportunities for prayer, liturgy, reflection and the strong worshipping life of the school, (every pupil attends the Cathedral at least

annually makes a huge difference to the SMSC development of pupils. 100+ pupils confirmed in Oct 24, Mass celebrated in school weekly-examples.

Honours Programme. The nurture of top-level university applications within a not-very-selective sixth form, on a programme part funded by a philanthropist alumnus, has increased the academic performance making us one of the most successful Oxbridge feeder schools in area.

EBacc entry. Numbers unusually strong for a comprehensive school.

“LET ALL THAT YOU DO BE DONE IN LOVE” (1 CORINTHIANS 16:14)



We aim to be a Catholic school community:

- Where every child is known, loved and challenged – recognising each one is made in the image and likeness of God
- Where love is the foundation of all we do, guided by: “Let all that you do be done in love” (1 Corinthians 16:14)
- Where we create a safe, respectful and inclusive environment shaped by dignity, forgiveness and compassion
- Where our ‘warm strict’ culture sets high expectations with care, fairness and consistency
- Where faith is lived daily through prayer, reflection, kindness and service to others
- Where we act as stewards of God’s creation – caring for the earth and those most in need
- Where pupils and staff work hard, join in and take pride in who they are and what they achieve
- Where the example of St Edward and Blessed Edmund inspires us to be strong, gracious and faithful
- Where we strive to be the best school in the city – never lowering standards, forming Faithful Edwardians ready to flourish spiritually, academically and socially

The Five Keys



BEING PROUD	JOINING IN	GROWING IN FAITH	TREATING OTHERS WELL	WORKING HARD
Be proud of our human dignity (Genesis 1 v 27)	Join in (Matthew 25 v 14–30; 1 Corinthians 12 v 7)	Grow in faith (2 Peter 3 v 18)	Treat others well (Luke 6 v 31)	Work hard (Proverbs 16 v 3)
Becoming people who understand and embrace the distinctive Catholic identity, Edmund Rice charism and mission of this Cathedral School, and carry that tradition forward into the future.	Becoming people who actively participate in and contribute to opportunities they are presented with to do something positive and worthwhile.	Becoming people who have thankfulness, reflectiveness, a willingness to self-examine and a strong set of values to live by deeply embedded in their lives. Christians see these things as responses to the love God has shown to us in his Son, Jesus.	Becoming people who show a deep respect for their own personal dignity and that of others, in attitude, word and action (in person and online).	Becoming people who accept responsibility for learning, understanding, evaluating and skillfully deploying insight into all that is good, beautiful and true; always demonstrating consistently high levels of effort.

Why Love Matters In Our School



We chose this mission statement because we believe that love is the heart of everything we do at St Edward's. Rooted in the words of St Paul – “Let all that you do be done in love” – our mission reminds us that love is not soft or permissive; it is strong, demanding and transformative. True love means wanting the very best for every child: setting high standards, challenging them to grow and never accepting less than what they are capable of. This is why we embrace a “warm strict” culture – combining fairness, consistency and kindness – to help pupils flourish spiritually, academically and socially. Our mission statement also reflects our belief that every child is made in the image and likeness of God (Genesis 1:27). To love each pupil, therefore, is an act of faith as well as an act of care. Guided by this powerful call to love, we aim to be the best school in the city: a place where every child feels known, valued and supported to become the very best version of themselves.



Staff



St Edward's College has a very friendly, collegial and social Common Room with colleagues from a variety of backgrounds. Catholic staff wishing to have their children educated at the College (subject to places being available and the child/ren satisfying the normal entry criteria) enjoy a measure of precedence in the College admissions code.

The professional development of staff is a high priority and the College is a challenging but happy place to work. A Staff Wellbeing Committee meet on a regular basis and a Staff Benefits Package has been established to further reward all College staff.



Pastoral Care



Outstanding pastoral care for every pupil and student is at the heart of St Edward's College. All pupils, students and staff are members of one of six Houses under the leadership of a Head of Year who has overall responsibility for the pupil's or student's pastoral care and welfare. The Heads of Year in turn report to the Assistant Principal for Pastoral Care.

Strong community life through the House system, in which everyone has a special role to play and a place of honour, encourages healthy cooperation and competition, developing key life-skills which will help in the adult world. Student leadership is promoted through making good things happen at a House level and Sixth Formers are given duties and responsibilities, acting as role models and counsellors for younger pupils. Daily Year form periods, weekly Year assemblies and regular House competitions enhance the community spirit in the College with pupils and students given the opportunity to contribute their views on school life via the College Council.

A team of staff and students comprise the chaplaincy team; a school priest who provides sacramental ministry, and who along with the Liturgical Co-ordinator looks after the daily life of the Chapel and Mass arrangements. The School Counsellor offers counsel to pupils in difficulty or distress. Catholic faith, worship and outreach is a strong feature of the College.

Student Services Assistant



The Student Services Assistant is responsible for supporting with the student focused, administrative and operational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the values, mission and Catholic ethos of the school in all interactions.

Salary:

£28,153 FTE

£24,106 Actual Salary (85.7% Term Time)

Grade:

NJC 9

Start Date:

ASAP

Closing Date:

See College website

Line Manager:

School Business Manager

Hours of work:

8.15am – 4.15pm (Monday – Friday)

37.5 hours per week

Including 1 INSET Days + 2 additional days

St Edward'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

KEY RESPONSIBILITIES

General administration

- Act as the first port of call for all student related enquiries and signpost students as appropriate.
- Update manual and computerised record/information systems
- Update and maintain the school calendar.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Manage and organise completed forms from parents.
- Organise and distribute incoming and outgoing post.
- Provide administrative support to staff as required.
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Carry out filing, printing and photocopying/reprographics. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary .
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Reception duties.
- Undertake any other duties or responsibilities commensurate with the grade and nature of the post, as reasonably directed by the Principal or Line Manager.

Events

- Organise vaccine clinics.
- Organise Parents' Evenings and other meetings.
- Assist with the organisation of school events such as Founders' Evening, Remembrance Day and St Edward's Mass.
- Assist with Open Evenings.

Written communication

- Write and send email responses that are professional and uphold the school's vision and values.
- Distribute communications on behalf of other staff as directed.

First aid & student welfare

- Act as the designated officer for all first aid matters for students, staff & visitors.
- Complete appropriate documentation for first aid and accidents as per school policy.
- Administration of student medicines in line with school policy.
- Inform next of kin of in school incidents.

Person Specification



	Essential
Qualifications & Training	First aid training certificate GCSE grades A-C in English & Maths
Experience	Carrying out administrative tasks Dealing with face-to-face and telephone interactions Working with children or young people Working and collaborating within a team
Skills and abilities	Good oral and written communications skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Ability to use IT packages including word processing, spreadsheets and presentation software Ability to use relevant office equipment effectively Ability to build effective working relationships with colleagues Understanding of data protection and confidentiality Understanding of safeguarding

Person Specification



Essential

Knowledge

Demonstrate a basic understanding of the work of a school.

Demonstrate a good understanding of the application of school's admissions policies.

Knowledge of a range of computer applications – including work Word / Excel / SIMS.

Demonstrate an understanding of confidentiality and child protection issues in a school setting.

Knowledge and experience of policies and procedures relating to safeguarding

Remuneration & Benefits:

Catholic staff wishing to have their children educated at the College (subject to places being available and the child/ren satisfying the normal entry criteria) enjoy a measure of precedence in the College admissions code. The professional development of staff is a high priority. The College is a challenging but happy place to work.

Timeline for Appointments:

- Advertised: On College website, MyNewTerm
- Contract type: Term time only
- Start Date: ASAP
- Closing Date: Please check the dates on the [College website](#). We reserve the right to interview and appoint before the closing date, so early applications are strongly encouraged.
- Interviews: TBC

How to Apply:

Applications should be made to the Principal, Lee Fabia, using the College application form (a CV may be submitted as well, but no application can be accepted without the College application form completed in full).

Apply by email to: recruitment@st-edwards.co.uk

All applications will be acknowledged within one working day of receipt.

St Edward's College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service check.



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(1 CORINTHIANS 16:14)

St Edward's College
Sandfield Park
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