

## **ST PETER'S SCHOOL – BOURNEMOUTH**

### **Job Description**

#### **Chaplaincy Admin Assistant – Fixed term Contract to 21.7.2027 - linked to a period of service restructuring**

Post Holder

Salary Grade                      Grade C, Scale Point 4 - £10,479 (actual) gross per annum

Contracted Hours                Wed, Thurs and Friday - 18 hours a week - 8:50am – 3:20pm, less a 30 minute unpaid break each working day

Contracted Weeks                Term time only

### **KEY ROLE AND RESPONSIBILITIES**

The role of the Chaplaincy Admin Assistant is to:-

- Assist the Chaplain with the administrative jobs associated with the smooth running of the Chaplaincy department
- play a supporting role in providing pastoral care to students, staff and families as required

### **MAIN DUTIES**

Reporting to the School Chaplain and through him/her to the Headteacher, the Chaplaincy Admin Assistant will:-

- Assist the Chaplain with all the administrative needs associated with the smooth running of the Chaplaincy department including, but not limited to,:
  - Answering emails to students, staff, families and outside agencies
  - Making phone calls home to parents and carers as required
  - Assisting with Chaplaincy events such as 'Remembering Those We Love' and 'Holding Our Young People in Prayer' including the planning, setting up and running of the events
  - Liaising with priests re the celebration of Mass and the Sacrament of Reconciliation
  - Helping to organise school trips such as those to Portsmouth Cathedral and St Cassian's centre Kintbury, using the Evolve system
  - Updating the Chapel noticeboards as and when required
  - Undertaking administrative tasks regarding the weekly sheets for tutors and the Chaplaincy assemblies
  - Helping with orders for the Chapel and the Rainbows programme
- Nurture and encourage students in the Lasallian Leaders group and participate in their meetings and activities
- Provide pastoral care for students, staff and families supported by the School Chaplain
- Be a listening ear to those students who would welcome their involvement
- Help maintain the tidiness and upkeep of the Chapel and liaise with the site team as and when necessary
- In the Chaplain's absence, enable Students to be able to access the Chapel during break and lunchtimes and maintain a reverent, calm atmosphere within it
- Assist with Chaplaincy jobs at the primary phase as required
- Optional: train as a facilitator for the Rainbows programme and participate in the Rainbows sessions (Jan – May)
- Admin support for other areas of the school e.g. Careers

### **SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

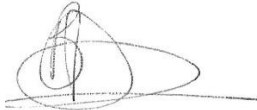
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, School Chaplain or designated deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date

A handwritten signature in black ink, consisting of a stylized, cursive 'S' followed by a horizontal line.

Signed

Headteacher

Date 14.7.2026

Agreed: July 2026

Review: