



**Laetare**  
CATHOLIC  
MULTI-ACADEMY TRUST



**St Joseph's College**  
**Trent Vale, Stoke on Trent**  
**Part of the Laetare Catholic Multi-Academy Trust**

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**Application Pack**  
**Sixth Form Secretary**

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Registered office: Edmund Rice House, St Edward's College, North Drive, Liverpool, L12 1LF.



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## **Welcome from the Headteacher**

I am delighted that you are interested in the role of Sixth Form Secretary at St Joseph's College. We are excited to welcome applications from dynamic, forward-thinking professionals and to grow the staff of this amazing school.

### **About the school**

St Joseph's College is an outstanding, oversubscribed mixed Catholic grammar school with a 90 year tradition of excellence. The school is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice. In January 2026 we became part of the Laetare Catholic Multi-academy Trust, a unique Catholic Mat for Religious Order schools. Our Catholic ethos is very important to us but not all our staff are Catholic. We embrace diversity and welcome staff from all backgrounds and traditions. All of our students take a full and active role in all aspects of the religious life of the school. All staff, regardless of religious commitment, uphold the Catholic ethos of the school.

As a semi-selective school in Years 7 – 11, students must attain a standardised score of 105 in the entrance examination to be eligible for one of the 150 places. We are always oversubscribed and our intake reflects the ethnic, cultural and social diversity of the region. We have over 1,100 fantastic students on roll, including a sixth form of 400 drawing successful students from schools across the city and beyond. We offer a full range of GCSEs and A level courses and academic standards are consistently very high - we expect the best for and from our students.

We love our 1932 building, but in the last few years several million pounds has been invested in our premises. We have two purpose built sixth form blocks, a specialist Sports Hall and the school owns extensive playing fields beyond our site.

Along with traditional values of exemplary behaviour, hard work and the highest standards, we embrace leading-edge practice and an ethos of continued staff development. Subject expertise is very important to our knowledge-engaged teaching and we are committed to lifelong learning and self-development. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all NPQs for the 317 schools of Cheshire East and Cheshire West and Chester. This is a fantastic place to build your career.

### **Why come to work at St Joseph's College?**

We look after our staff very well; our ethos is grounded in care, a warm friendly atmosphere and the highest academic and behaviour standards. We are committed to developing the whole person so that our students and staff are enriched academically, spiritually, morally and socially. The 120 teaching and support staff are energetic, creative, utterly dedicated and very supportive of each other.

We mix the best of the traditional and the modern; we have a house system, a school song, a fine tradition of sports and games and we also have a vibrant musical and cultural life, we get involved in social justice campaigns, linking with schools across the world. Our students and staff are all part of a huge and very proud global community.

If you visit St Joseph's, I know that you will be struck by the friendliness and courtesy of the students who really are exceptional young people. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school.

I genuinely believe that we have developed a very special community at St Joseph's College of which I am very proud.

I look forward to receiving your application and wish you the best of luck.

**Charlotte Slattery - Headteacher**

## Our Mission Statement

All we do at St Joseph's College is framed under the mission of 'Head, Hand, Hear.' St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. In practice this means that we seek to:

1. **Encourage**, support and inspire young people and the wider school community in the journey of faith. Create a well-ordered community where everyone is valued and respected.
2. **Develop** the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service.
3. **Work** in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
4. **Prepare** our young people for life beyond school and in particular develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'.  
(Micah 6:8)

St Joseph's College is a school like no other. Where many focus solely on examination results, the whole ethos of St Joseph's is focused on each and every individual who passes through our gates. We want to focus on developing their wider knowledge, their ability to make links between their subjects, their ability to question and wonder. We want to feed their soul giving them access to great thinking, profound spiritual experiences, wonderful cultural opportunities and a passion for lifelong learning.

If education, in the truest sense of the word, is about bringing the best out of children, then delivering a raft of A and A\* grades is hugely important but we aim to do even more. We aim to inspire and support our pupils so they can become the very best they can be in every single way. Our philosophy is therefore focused around the traits which we want all St Joseph's students to acquire before taking their place in the adult world.

We want our pupils to be **inspired** by everything they do at St Joseph's College, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely **intellectual** approach to their academic work and to their view of the world around them, in the knowledge that a St Joseph's College education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly **independent**, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and spiritually developed as an **individual**, so their St Joseph's experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be **inclusive** in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.

## **What makes St Joseph's College outstanding?**

The school was founded by the Christian Brothers in 1932. As a Catholic School we are inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus who came that we "may have life and have it to the full" (John 10:10).

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. St Joseph's College seeks to develop the whole person and as a result the pastoral care of our students is of paramount importance.

Pupils at St Joseph's College today are given the opportunity and encouraged to share in the vision and work of Edmund Rice. As one person has put it, their mission is to be like the "brave, radical, non-conformist, social justice activist" that Edmund was. Many who have passed through this school have involved themselves in fundraising, community service, assisting children at local Primary Schools, summer time schemes with children from the inner cities of Liverpool, Dublin and children with severe special needs. We hope that in "educating the whole person" we are not only providing for pupils of St Joseph's all that Edmund set out to provide in terms of a caring, nurturing, stimulating environment but also an awareness of the needs of those whose lives are in some way poorer than their own and what they can themselves do for them.

Achievement is outstanding because students make rapid progress in all subject areas. The teaching at St Joseph's College is inspiring, exciting and creative. A challenging learning environment is created where students relish the opportunities to explore, investigate and develop their skills.

Students are eager to learn, proud of their school and ambitious to achieve well. They are courteous, polite, respectful and highly effective communicators. They embrace the numerous opportunities to contribute to their school, local and wider communities. Students feel safe and nurtured in this school.

The sixth form is outstanding. Students follow mainly academic courses and most go on to university. They leave the sixth form ready to make a contribution to the world around them.

Outstanding leadership and management pervade the school. Leaders are never complacent, continually driving improvement. The school knows itself exceptionally well and is always forward facing embracing the largest pedagogical research.

## Job Advertisement

### Sixth Form Secretary

Full Time | Term Time Only + 2 Weeks, 8.15am – 3.45pm (35hrs p/w) Monday - Friday

NJC Scale 4, Point 10–14. NJC4 point 10. FTE £28,607 Actual £23,730

Start Date – July 2026

St Joseph's College is a thriving and inclusive Catholic community committed to excellence in education and the development of the whole person. As part of the Laetare Catholic Multi Academy Trust, we are proud of our strong ethos, high expectations and supportive environment for both students and staff.

We are seeking a highly organised, professional and personable individual to join our team as a Sixth Form Secretary. Working under the direction of the Senior Sixth Form Secretary, this role provides vital administrative support to ensure the smooth and effective running of our Sixth Form provision.

#### Key Responsibilities:

- Provide high-quality administrative support to the Sixth Form team
- Act as the first point of contact for Sixth Form students, parents and visitors
- Maintain accurate student records, attendance and data systems
- Support the coordination of Sixth Form events, examinations and enrichment opportunities
- Assist with admissions processes, including applications and enrolment
- Supporting UCAS process
- Prepare correspondence, reports and documentation
- Build positive relationships with students, staff, parents and external agencies

#### The Ideal Candidate Will:

- Have excellent organisational and administrative skills
- Demonstrate strong communication and interpersonal skills
- Be able to manage a varied workload and prioritise effectively
- Have a high level of accuracy and attention to detail
- Be confident using IT systems, including Microsoft Office and school MIS systems
- Be approachable, calm and professional, with a genuine commitment to supporting young people

#### What We Offer:

- Join a school graded 'Outstanding' in every category
- Talented and supportive colleagues
- A welcoming and supportive Catholic community with a strong sense of purpose
- A commitment to staff wellbeing and professional development
- A positive working environment where staff are valued and supported
- Opportunities to contribute to the wider life of the school
- Close to bus and train links
- Ample staff car parking and EV chargers
- Employee Assistance Programme
- Pension Scheme

Should you wish to discuss the role, please contact, via email: [kwoolliscroft@stjosephsmail.com](mailto:kwoolliscroft@stjosephsmail.com),

Applicants are welcome to visit the school or telephone if they have any questions.

Application forms and further details can be downloaded from TES or from our website. Please return to Mrs Fiona Uschmann, Head's PA/HR Manager by post or email to: [fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com)

**Closing Date:** 2 June 2026

**Interview Date:** 9 June 2026

*St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants for these posts will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.*

*In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates*



## **Job Description**

### **St Joseph's College**

**Role Title:** Sixth Form Secretary

**Reporting to:** Office Manager

**Post Grade:** LGS Level 4 point 10 - 14

#### **Job Purpose:**

To provide efficient, effective and confidential administrative support to the Sixth Form team, contributing to the smooth day-to-day operation of the Sixth Form provision.

The postholder will act as a key point of contact for students, parents, staff and external agencies, ensuring a professional, welcoming and student-centred service at all times. The role will support a wide range of Sixth Form functions including admissions, attendance, examinations, enrichment activities and the UCAS process.

#### **Key Responsibilities**

- Provide high-quality administrative support to the Sixth Form team
- Act as the first point of contact for Sixth Form students, parents and visitors
- Maintain accurate student records, attendance information and data systems
- Support the organisation and coordination of Sixth Form events, examinations and enrichment opportunities
- Assist with Sixth Form admissions processes, including applications and enrolment
- Support students and staff throughout the UCAS application process
- Produce accurate correspondence, reports and documentation
- Build and maintain positive relationships with students, staff, parents and external agencies
- Ensure confidentiality and data protection requirements are maintained at all times

#### **Main Duties and Responsibilities**

##### **Administrative Support**

- Provide comprehensive administrative support to the Sixth Form team
- Produce letters, reports, spreadsheets, presentations and other documentation as required
- Maintain accurate manual and electronic filing systems
- Monitor and respond to telephone calls, emails and enquiries in a professional and timely manner
- Ensure the efficient day-to-day administration of the Sixth Form office

##### **Student and Parent Liaison**

- Welcome students, parents, visitors and external agencies to the Sixth Form area
- Respond appropriately to enquiries, referring matters to relevant staff where necessary
- Support positive communication between the Sixth Form and home
- Build positive and professional relationships with students and stakeholders

##### **Attendance and Data Management**

- Maintain accurate attendance and punctuality records for Sixth Form students
- Follow up student absences in line with school procedures
- Update and maintain student information systems and databases
- Produce attendance and other administrative reports as required

## **Admissions and Enrolment**

- Support the administration of Sixth Form admissions and enrolment processes
- Assist with the organisation of interviews, induction and transition activities
- Maintain records relating to student applications and admissions

## **UCAS and Student Progression**

- Support the coordination and administration of the UCAS process
- Assist students and staff with UCAS documentation and application procedures
- Maintain accurate records relating to student destinations and progression pathways

## **Events, Enrichment and Examinations**

- Assist with the planning and coordination of Sixth Form events, trips and enrichment activities
- Provide administrative support for examinations and assessment processes
- Prepare schedules, communications and documentation relating to Sixth Form activities

## **Knowledge, Skills and Experience**

The successful candidate will be able to demonstrate:

- Experience of working in an administrative role, ideally within an educational setting
- Excellent organisational and time management skills
- Strong written and verbal communication skills
- The ability to prioritise workloads and work under pressure
- Accuracy and attention to detail
- Excellent interpersonal skills and the ability to build positive relationships with young people and adults
- Competence in Microsoft Office applications and school information management systems
- The ability to maintain confidentiality and handle sensitive information appropriately
- A flexible, proactive and professional approach to work
- An understanding of safeguarding responsibilities within a school environment
- Knowledge of Sixth Form administration and UCAS processes would be advantageous

## **General Responsibilities**

- To uphold and promote the ethos and values of the school
- To work in accordance with school policies and procedures
- To participate in training and professional development as required
- To attend meetings relevant to the role
- To maintain confidentiality in relation to all school matters
- To comply with responsibilities under data protection legislation
- To take reasonable care for the health and safety of self and others
- To undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the Headteacher, Office Manager or member of the Senior Leadership Team

## **Safeguarding Statement**

The postholder is responsible for promoting and safeguarding the welfare of children and young people within the school and must adhere to, and ensure compliance with, the school's safeguarding policies and procedures at all times.

The postholder must maintain an awareness of safeguarding issues and report any concerns in accordance with school policies and statutory guidance, including *Keeping Children Safe in Education*.

# St Joseph's College: Person Specification

## Post: Sixth Form Secretary



	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education, including English and Mathematics</li> <li>• Evidence of IT competence, including Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant administrative qualification</li> <li>• Training in school administration systems</li> </ul>	application Form Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role</li> <li>• Experience of providing high quality administrative support</li> <li>• Experience of maintaining accurate records and data systems</li> <li>• Experience of dealing with a range of stakeholders professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school or educational environment</li> <li>• Experience of supporting admissions or enrolment processes</li> <li>• Experience of supporting Sixth Form administration</li> <li>• Experience of supporting the UCAS process</li> </ul>	Application Form Interview References
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality and data protection</li> <li>• Understanding of effective administrative procedures and systems</li> <li>• Awareness of safeguarding responsibilities within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school MIS</li> <li>• Understanding of examination administration procedures</li> </ul>	Reference Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills</li> <li>• Strong communication and interpersonal skills</li> <li>• Ability to manage a varied workload and prioritise effectively</li> <li>• Ability to work accurately with a high level of attention to detail</li> <li>• Ability to build positive relationships with students, staff, parents and external agencies</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to remain calm, approachable and professional under pressure</li> <li>• Competent in the use of IT systems, including Microsoft Office</li> </ul>		Application Form Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional, reliable and flexible approach to work</li> <li>• Commitment to supporting young people and promoting their wellbeing</li> <li>• Commitment to maintaining confidentiality</li> <li>• Positive attitude and willingness to contribute to the wider life of the school</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>		Interview References

## **Safeguarding Children and Young People**

St Joseph's College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

Candidates should be aware that all posts at St Joseph's College involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All staff are expected to take part in statutory safeguarding training and commit to all safeguarding policies and procedures.

We require all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable, if your duties haven't brought you into contact with children or young people.

## **Interview Process after the closing date:**

Shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

### **Closing Date is 2 June 2026**

#### **All candidates invited to interview must bring the following documents:**

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

#### **Conditional Offer and Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as eg Childcare Disqualification Regulations, Prohibition check / s128, overseas records check
- Satisfactory Disclosure and Barring check
- In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of Health Assessment
- Satisfactory completion of the probationary period – (not currently for teaching staff)

## How to find us

The nearest bus stop is opposite the site and can be reached via several different bus routes from Newcastle-under-Lyme and Stoke on Trent. St Joseph's College is a 10 min car journey from the nearest train station.

Location:

St Joseph's College is situated in Stoke on Trent which is located less than an hour from Birmingham, Manchester and Liverpool and only one and a half hours direct from London Euston by train. Stoke on Trent borders with the counties of Staffordshire, Cheshire and Shropshire and is only 40mins from the Peak District.

We are easily accessible from both local and surrounding areas. For anyone travelling by car, St Joseph's is only 5 minutes from the motorway: Junction 15 on the M6 in the closest exit, with easy access to the A50 and A34.

