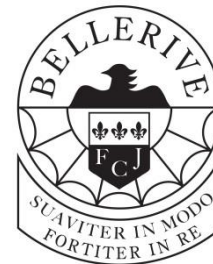


## BELLERIVE FCJ CATHOLIC COLLEGE

1 Aigburth Drive  
Sefton Park  
Liverpool  
L17 3AA  
Phone (0151) 727 2064  
Fax (0151) 727 8242  
[www.bellerivefcj.org](http://www.bellerivefcj.org)



REQUIRED FOR SEPTEMBER 2022

### Office & SIMS Manager/Exams Co-ordinator

Attractive salary, depending on skills and experience

#### *Gentleness, hope, dignity, justice, companionship and excellence*

For over 170 years Bellerive FCJ has been educating girls in Liverpool. The FCJ values of gentleness, hope, dignity, justice, companionship and excellence, permeate everything we do; indeed, this was commented by Ofsted that

*"Staff and pupils practise the school's values: excellence, companionship, dignity, justice, hope and gentleness".*

Our aim is to follow the vision of Marie Madeleine d'Houet, the foundress of the Faithful Companions of Jesus.

Marie Madeleine, was a woman of inspiration and courage, constantly searching to do good for others. We strive to instil in our students a zest for life, and a desire to use their talents and gifts in the service of others.

The Governors are seeking to appoint a full time, suitably qualified and experienced Office & SIMS Manager/Exams Co-ordinator. This is an exciting opportunity for the successful candidate to join the admin team and be responsible for the completion of statutory returns, including the School Census, as well as assisting the Exams Officer in the co-ordination of all internal and public exams.

We offer a broad and balanced curriculum, which aims to offer every pupil the opportunity to maximise their potential. Bellerive builds on past experiences to help all pupils and students to become successful learners and be responsible citizens. Students within KS4 follow a broad and balanced curriculum, which enables pathways appropriate to individuals and progression into our growing Sixth Form, university and the world of work.

We are rated as a 'Good' school by Ofsted (*October 2021*) and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012 we have used the independence this has given us to further enhance the learning opportunities for our students.

**Our school is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check and a medical screening questionnaire. This post is exempt from the Rehabilitation of Offenders Act 1974.**

The closing date for applications is **5.00pm on Friday 5<sup>th</sup> August 2022.**

Further information, including detailed job description, person specification and application forms can be obtained by e-mailing your request to: [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org) or visiting the Vacancies page on the school website: <http://www.bellerivefcj.org/vacancies>

Completed applications should be returned to [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org) and interviews will be held as soon as possible after the closing date.

Applicants who are not contacted may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for an interview.