BELLERIVE FCJ CATHOLIC COLLEGE
1 Aigburth Drive
Sefton Park
Liverpool
L17 3AA
Phone (0151) 727 2064
Fax (0151) 727 8242
www.bellerivefcj.org

ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Full time (part time opportunity also available)
£24,661 actual pro-rata salary *(FTE £27,709)* **Pay award pending**
SCP8*, 41 weeks (Term time plus INSET days & 2 weeks)*
37hrs/wk

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.

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 suitably qualified, enthusiastic **Receptionist/Administrative Assistant** to provide reception cover and administrative support within a busy school office. Duties include answering telephone calls, dealing with visitors to school and day to day administrative support. Knowledge of SIMS, the school's information management system, as well as Class Charts would be advantageous.

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.

Ofsted (March 2026) Expected Progress 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 **Thursday 9th July 2026**.

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

Completed applications should be returned to recruitment@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.