ST BERNARD'S HIGH SCHOOL

A Catholic Academy

School Lay Chaplain

Part-time - 20 hours per week - worked flexibly around the school calendar, term time only, starting as soon as possible

Salary Scale 13 to 17 (£30,023 - £32,045)

Pro-rata actual salary £13,912 - £14,849

We are looking to appoint a School Chaplain to lead and support the Catholic life and collective worship of our school community. You will need to be proactive and be able to work independently, with excellent time management and organisational skills. Experience in education or youth ministry would be an advantage.

The Chaplain must be a practising Roman Catholic and should have relevant experience or qualification (e.g.Catholic Certificate in Religious Studies).

Key responsibilities:

- Demonstrate strong interpersonal skills when engaging with a diverse range of people, showing compassion, approachability, and discretion at all times.
- Offer a listening ear, emotional support, and spiritual guidance to students, staff, and families during challenging and significant moments.
- Lead and support the spiritual and liturgical life of the school by coordinating whole-school Masses, form Masses, liturgies, and prayer services.
- Maintain and care for the school chapel, ensuring it remains a welcoming and reflective space for prayer and worship.
- Plan, co-ordinate, and lead retreats that support students' spiritual growth, personal development, and reflection.
- Foster strong links between the school and the wider community, including local parish priests, the diocese, and families.

St Bernard's High School is a vibrant Catholic girl's school from Years 7-11 with a co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard's welcome applications from those of all faiths or none.

Please complete the support staff application form found under About Us/Vacancies on our website www.stbernardswestcliff.org.uk and email it to recruitment@stbernards.southend.sch.uk – please note we do not accept CVs

Closing Date: 2 November 2026 @ 9.00am

Interviews: TBC

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.