



JOB TITLE	Business Support Officer 3 / Receptionist
REQUIRED	September 2026
SALARY RANGE	Grade 5 – Points 6 to 11 (full time salary £25,989 - £28,142 Pro Rata) Actual Salary between £20,788 & £22,626 (pay award pending)
HOURS OF WORK	35 hours per week – 8:30am to 4:00pm. Term Time only. 30 minutes lunch

Due to an increase in pupil numbers, building expansion and internal promotion, the Governors of St Cecilia's RC High School are seeking to recruit an enthusiastic and efficient Business Support Officer/Receptionist to join our busy team of front-line staff.

The successful person will be the first point of call for all school visitors and, as such, will need to be friendly, efficient and proficient at multi-tasking.

You will have excellent communication and ICT skills, with the ability to adapt to the demands of working in a busy and vibrant school office. Duties will include:

- Welcoming and registering school visitors
- Liaising with staff, pupils and parents
- Answering telephone, emails and responding to routine queries
- Providing clerical and administrative support
- Maintaining and updating manual and computerised records – free school meals and trips, pupil records
- Basic First Aid

Our school is a happy and safe place where pupils thrive. Pupils are proud to be part of our community and the community are proud of St Cecilia's.

The successful candidate will be joining a thriving and oversubscribed school in all year groups. During our recent Ofsted Inspection (January 2025) school received Outstanding for Personal Development. The Inspectors commented: “Pupils are polite, kind and considerate. They enjoy the positive relationships that they have with staff, who care for them well. Pupils make a strong contribution to the calm and respectful atmosphere that exists at the school. They are happy here.”

In our recent Catholic Schools Inspection (November 2024) St Cecilia's was graded as Outstanding in all areas. The Inspector also recognised: “The exemplary quality of relationships between all members of the community has created a family atmosphere in which every person is highly valued. The pastoral care and well-being for all students, especially those who are most vulnerable, is of a very high standard.”

Discover - Develop - Rejoice

St Cecilia's R.C. High School, Chapel Hill, Longridge, Preston, PR3 2XA

Headteacher: Mrs H Hall - BA (Hons) NPQH

Tel: 01772 783074

Email: info@st-ceciliass.lancs.sch.uk

Web: www.st-ceciliass.co.uk



We understand the realities of workload and are proactive in supporting staff wellbeing. Our comprehensive wellbeing package includes:

- Free, confidential counselling
- Financial and wellbeing coaching
- Menopause and nurse support
- 24/7 GP access
- Stress coaching and physiotherapy
- Monthly staff breakfasts
- Weekly staff wellbeing treats, including fresh fruit

St Cecilia's is more than a workplace. It is a community built on care, professionalism, faith and mutual respect — a place where staff feel valued, supported and proud to belong.

Essential Criteria

Grade C or above in English and Maths GCSE or equivalent
Experience of administrative work

Desirable Criteria

Experience of working in a school setting

If you would like to visit school, in fact we encourage you to visit our brilliant school, please contact Barbara Clarke, School Business Manager on 07375 324661 or via email to: bc@st-cecilias.lancs.sch.uk who will arrange a visit

Completed applications should be emailed to Barbara Clarke, School Business Manager to bc@st-cecilias.lancs.sch.uk or posted to the school address: St Cecilia's RC High School, Chapel Hill, Longridge. PRESTON. PR3 2XA.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is subject to an enhanced disclosure with the DBS

St Cecilia's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people

Please note only Catholic Education Services application forms will be accepted

Deadline for applications

Wednesday 26th August 2026

Interview date

Wednesday 2nd September – TBC

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