



St Edmund Arrowsmith **Catholic** High School

CANDIDATE INFORMATION PACK

SCHOOL CHAPLAIN



St Edmund Arrowsmith Catholic High School

Rookery Avenue
Ashton-in-Makerfield
Wigan, WN4 9PF
T: 01942 728651

E: enquiries@arrowsmith.wigan.sch.uk

W: www.arrowsmith.wigan.sch.uk

Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCSE, NPQH, MSc, MEd

April 2026

Dear Potential Colleague

Thank you for your interest in the vacancy for **School Chaplain (temporary)** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Monday 18 May 2026 at 9.00am**.

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

M J DUMICAN
Headteacher

JOB DESCRIPTION: SCHOOL CHAPLAIN

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

JOB PURPOSE: The Chaplain's core role is to work closely with colleagues within the RE Department, our local Church leaders, SLT to contribute to the pastoral support for our school community

RESPONSIBLE TO: Headteacher, SLT

LIAISES WITH: Local Church Leaders, Teaching Staff, Support Staff, External agencies

Salary: G7 £32,597 - £36,363 (full time salary)
Actual (pro-rata) Salary £27,914 - £31,139 (approx.)

Closing Date: Monday 18 May 2026 at 9.00am

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

MAIN DUTIES AND RESPONSIBILITIES

The Chaplain as Witness:

Help people to recognise God's love for them, and their need of God.

- Inspire through example.
- To encourage staff and pupils to follow Catholic social teaching through involvement in practical projects. The Chaplain as pastor
- Be visible and approachable around the school.
- Accompany members of the school community, celebrating with them in their joys and consoling them in their sorrows.

The Chaplain as Leader:

- Have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty.
- Care for the school Chapel as a sacred space, and prepare for the celebration of Mass, Benediction and other services.
- Ensure that the school environment reflects the school's Catholic identity.
- Support class and whole school-based worship through the provision and creation of appropriate resources.
- Help pupils and staff to develop confidence in leading prayer independently.
- Provide opportunities for staff and pupils to deepen their spiritual life by, for example, organising retreats and days of reflection.

The Chaplain as Educator:

- To support and enhance the RE curriculum where appropriate.

The Chaplain as Professional:

- Make arrangements with local priests for the regular celebration of Mass and the sacrament of reconciliation within school.
- Form good working relationships with nearby parishes and clergy.
- Maintain good working relationships with other members of the school community.
- Observe professional standards in terms of appearance, punctuality and full participation in the working life of the school.
- To contribute to school self-evaluation processes.

Support for School:

- Be aware of, and comply with, the policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake first-aid training to support the provision in school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training, other learning activities and performance development as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities as may be reasonably directed.
- To invigilate examinations when requested by the Examinations Officer.
- Any other tasks as directed by the Headteacher which are appropriate to the post.

PERSON SPECIFICATION: SCHOOL CHAPLAIN

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experiences you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

	E	D	Source
Experience: <ul style="list-style-type: none"> ▪ Faith commitment: be a committed and practising Catholic ▪ Faith formation: have the potential to further develop the prayer life of students and staff 	E	D	A, I, R A, I, R
Training and Qualifications: <ul style="list-style-type: none"> ▪ A minimum of GCSE Grade C in Maths and English ▪ A Level 3 qualification, or practice equivalent (ie a volunteer year) in care, children or family support ▪ A Degree in Theology or Religious Studies, or equivalent pastoral qualification 	E	D D	A A, I A, I
Knowledge/Experience: <ul style="list-style-type: none"> ▪ Experience of working with young people ▪ Experience of working in a school environment ▪ Experience of working in a Catholic environment, eg parish school youth service ▪ First-aid qualification, or willingness to undergo first-aid training 	E	D D D	A, I A, I A, I A, I
Skills/Abilities: <ul style="list-style-type: none"> ▪ A secure knowledge in the distinctive nature of Catholic education ▪ A secure knowledge of the church's liturgical year, it's traditions and practices ▪ An understanding of issues affecting young people ▪ Ability to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are students or members of staff ▪ IT skills including the ability to produce resources] ▪ Ability to work on own initiative ▪ Good organisational and communication skills ▪ Willingness to work flexibly, including evenings and weekends on occasion and to be available for school activities if necessary ▪ Commitment to the school's Mission Statement ▪ The ability to show initiative and accept responsibility for self and workload ▪ Willingness to participate in continuing professional development ▪ The ability to present as a positive role model for staff and others connected with the school ▪ Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan 	E E E E E E E E E E E E	 D D D	A, I, R A, I, R A, I, R A, I, R A, I, R A, I A, R A, I A, I A, I A, I A, I A, I A, I A, I

Source: E - Essential / D Desirable/ A Application / I Interview / R Reference

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

As part of the safer recruitment process, a search of the candidate's online presence will be undertaken.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline: Monday 18 May 2026
Interview Date: To be confirmed
Start Date: June 2026 (exact date to be confirmed)

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith **Catholic** High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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Prepare the way of the Lord, through **ACTIONS**