



# St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

*where everyone can succeed*



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Dear Applicant,

Thank you for your interest in our student reception administration post, which, I believe, is a great opportunity to join our highly successful school, at a very exciting point in its development.

St Mary's is a great place to work, first and foremost because of our fantastic students. The majority come from our nine Catholic partner primaries and a sizeable minority from other schools across the city and beyond, including from overseas. The majority are Catholics but we welcome equally students from many Faith backgrounds. There is an excellent ethnic, socio-economic and academic mix in the school. Whilst the vast majority of students are English, children from 30+ countries are on roll, with 30+ mother tongues spoken, though the majority of these EAL students have very good English. This diversity within the student body is one of the many positive features of St Mary's and it is very rewarding to serve these wonderful students in a happy and inclusive community. The roll has grown from around 1100 five years ago to around 1400 by September 2019, with 5 year groups of 240 and a smaller year 11 of 200. The Sixth Form has over 200 students, but will grow to around 300 in the next couple of years, as larger and strongly academic year groups move into Sixth Form.

The appointment of high calibre staff from within and beyond the school has been a significant factor in St Mary's achievements and as such the appointment of a Student Reception Administrator is an extremely important one. We are seeking an enthusiastic, motivated team player who is keen to work with young people as well as being part of the school office team. The Student Reception Administrator is a key role at St Mary's, not only in supporting our students, but also the staff and pastoral system of the school. It requires patience, understanding, and excellent communication and interpersonal skills. School is a busy environment and the flexibility to deal with a wide range of issues in this role will be a great advantage. The Job Description outlines the main responsibilities of the post and the Person Specification summarises the key qualities required.

St Mary's benefits from having excellent staff, both teaching and support. The staff are the school's greatest asset and, therefore, the task of appointing new staff is always given great importance. Governors are really committed to the school and are very supportive of staff, as are parents. We also enjoy a very strong partnership with our family of primaries, all of whom are fully supportive of St Mary's. Links with parishes are strong as is our partnership with Diocesan and Local Authority schools.

St Mary's has been judged Outstanding four times in the last six years, in our full Ofsted inspection, in our subject inspection of English and in our Diocesan inspections. I would encourage you to read our inspection reports and the school prospectus, to get a sense of some of the school's many strengths. Since our last full inspection, our School Improvement Partner's Annual Reports to Governors have continued to grade all aspects of the school as Outstanding. The DfE recognised St Mary's work by naming us as a National Support School in 2011. We are increasingly involved in school to school support and in June 2017, we became a Teaching School.

Our students' progress and attainment are excellent, among the very best in the north-east and UK. The 2019 figures show St Mary's as one of 5 north-east schools with the highest value added achievement score, when measured across all the Ebacc subjects of English, Maths, Sciences, Languages and Humanities. Recent attainment is as follows:-

## GCSE

- One of the highest 'Progress 8' scores in the UK (+0.54)
- 80%+ Grade 4+ in Maths and English, with 65% Level 5+, amongst the highest in the North East

National Teaching School  
designated by



National College for  
Teaching & Leadership



- 75%-95% Grade 4+ for all other EBacc subjects
- 32% of all entries were graded at 9-7 and 84% at grades 9-4

## A LEVEL

- 30% of entries were graded at A\*-A. This is one of the highest percentages of top grades for any state school regionally or nationally.
- 57% of A Levels were A\*-B and 80% A\*-C and 98% A\*-E
- 100% Vocational A Level pass rate with 63% at Distinction or better and 100% at Merit or better.

High standards of academic achievement are, however, just one element of our mission to provide our students with the best possible holistic education. Their all-round development is equally important. As a Catholic school, nurturing children's spiritual development is central to everything we do. This aspect of school life is flourishing. Teachers and school leaders do not need to be Catholic to work here but they do need to be committed to understanding and actively promoting the school's distinctive Catholic/Christian ethos in their daily work. We have an excellent climate for learning in school. Students are extremely well behaved in and out of lessons. This is a key ingredient in the school's on-going success and popularity with parents. Again, I would strongly encourage you to read our Main School Prospectus, as it will give you a good flavour of our pastoral distinctiveness and the curriculum organisation of the school.

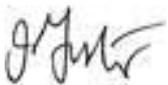
I hope that once you have had the chance to read the information in this pack and to find out more about the school, you will be keen to apply. Should you be successful, I can assure you that you will be given unstinting support.

To apply, please complete the **CES application form and include a supporting letter outlining the qualifications, experience, skills and attributes which you will bring to the post.**

**Your letter should be no more than one side of A4. Please note there is no need to complete the supporting statement section of the application form, as your covering letter should outline your suitability for the post. Could I ask all applicants to include in the qualifications section of the form, details of their subjects and grades, as the CES form, which we cannot alter, does not make this clear.**

Your completed application form, letter and reference consent form should be returned, marked for the attention of Mrs Louise Douds, Director of Finance & Support Services, by **9.00 am on Friday 20<sup>th</sup> September** - to the above address, or alternatively emailed to [louise.douds@st-marys.newcastle.sch.uk](mailto:louise.douds@st-marys.newcastle.sch.uk).

**Interviews are likely to be held the following week.**



John Foster  
Headteacher