BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Receptionist and Administration Assistant Grade 3 AAAE5084

November 2026

Dear Applicant,

Thank you for expressing an interest in the Education Welfare and Attendance Officer post at Bishop Heber High School. We enclose details of the Post and an Application Form as requested. Please note that your completed Application Form and covering letter may be submitted electronically via E-Mail to Mrs J Clegg, Personnel Manager at jclegg@heber.org.uk

THE SCHOOL

Bishop Heber High School (the 'Heber') has 1,300 students, including 250 in the Sixth Form, and serves three villages and surrounding hamlets in this beautiful area of south-west Cheshire. The School is located a 20-minute car journey from Nantwich, Wrexham and Chester. It has easy access to the Wirral as well as North Shropshire. The School enjoys an excellent reputation in the locality and a large number of families choose Bishop Heber from outside the catchment area. In fact, there are over 450 students on roll who come from other parts of Cheshire, Shropshire and North Wales. In 2015 the School underwent a £5 million redevelopment of the site and there are strong community links through the School's Library and sports facilities, including a new Community Fitness Suite, Astroturf pitch and resurfaced Netball courts.

We are a Foundation School and formerly an International Specialist Languages College which underpins an exciting international dimension both in the School and through its curriculum.

Ofsted

In our most recent inspection (July 2026), Ofsted recognised Bishop Heber High School as a as a thriving, inclusive and high-achieving school where students are happy, safe and exceptionally successful. Inspectors highlighted the school's consistently outstanding academic outcomes, noting that students achieve well above national averages and are extremely well prepared for their future education, employment and training. The report praised the school's highly inclusive ethos and the unwavering commitment of staff to ensuring every young person succeeds, regardless of background or ability. Students were commended for their exemplary attitudes to learning, confidence, resilience and respect for others, while the school was described as an 'oasis of calm' characterised by warm and positive relationships. Ofsted also recognised the exceptional personal development opportunities available to students through leadership, enrichment, careers education and educational visits. The inspection celebrates the dedication of staff, the strength of the school community and the school's relentless commitment to excellence and the belief that every young person can flourish.

OUR VISION AND ETHOS

Our vision is a School in which ***Respect, Opportunity*** and ***Achievement*** can flourish. We recognise the differences, values and beliefs of each individual yet acknowledge our responsibility to treat everyone with ***respect*** and courtesy, so we all feel happy and safe in our School. Bishop Heber forms the heart of the wider community, providing all of its members with a central resource to enhance the quality of ***opportunity***; a world-renowned, international, innovative place to learn and grow into active global citizens. Bishop Heber enjoys a positive, well-ordered and stimulating environment. We promote and celebrate ***achievement*** in academic study, sport, performance, creative art and community work. Bishop Heber provides high-quality and exciting teaching with support and challenge appropriate to the needs of every individual, to encouraging learning as a lifelong activity.

Headteacher Mr. D.A. Curry B.Sc., (Hons), M.Sc., NPQH
Bishop Heber High School, Chester Road, MALPAS, Cheshire, SY14 8JD
Tel: 01948 860571 E-Mail: mainschooloffice@bishopheber.cheshire.sch.uk Website: www.bishopheber.cheshire.sch.uk

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THE POST

We are looking for an experienced Receptionist and Administration Assistant to work within a very busy administration department. The role will be fast paced, and the workload varied, and will require someone with flexibility, accuracy and a positive attitude. Duties include general enquiries, reception duties, administering first aid to students and maintaining and updating student records including using Arbor. Applicants must be able to work as part of a team; communicate effectively with students, staff, governors, parents and visitors.

SELECTION

If having read this information, you like the sound of the School and the post; we would like to hear from you. We can guarantee you high-quality support in your new job, committed and effective colleagues, well-motivated and imaginative students and a supportive community. In return we will expect enthusiasm, industry, a love of children and a real belief in the international dimension and understanding of other cultures. We wish to appoint Receptionist and Administration Assistant who will continue to develop the ethos of a fully inclusive education at Heber.

Application is by Letter and Application Form only, CVs will not be accepted. Your letter of Application must be no longer than one side of A-4 (size 12 Arial font) and should explain how you believe your experience to date has prepared you for the post. **The closing date is 9:00 a.m. on Monday, 30th November 2026**. If you have not received a reply to your application by Friday, 11th December please assume that, on this occasion, you have been unsuccessful.



Mr D. A Curry
Headteacher

SCHOOL INFORMATION

School Prospectus
Examination Results
OfSTED Report 2026

The above documents can be found at:
www.bishopheber.cheshire.sch.uk

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