



**St Philip's
Catholic Primary School**
London Road, Arundel, West Sussex BN18 9BA
Tel: 01903 882115
Email: office@st-philips.w-sussex.sch.uk
A Voluntary Aided Catholic School which
operates under the Trustees of the Diocese of
Arundel and Brighton

TWO DEPUTY HEADTEACHERS

(one with effect from 1 April 2008 (negotiable)
and the other from 1 September 2008).

Due to a number of retirements throughout 2007 and 2008, St Philip's is undergoing a period of exciting change and development and the Governors are looking to appoint two Deputy Headteachers to work alongside our inspiring and supportive Headteacher.

The successful applicants will:

- be practising Catholics who are involved in the life of the Church and understand the distinctive nature of a Catholic school
- be able to demonstrate a sound understanding of the aims, organisation, leadership and governance of a Catholic school
- have proven leadership abilities and the skills to lead and manage a Catholic school community
- be able to lead the development and application of whole school policies and practices that maintain the school's distinctive Catholic ethos
- be excellent classroom practitioners

In return we offer:

- a caring and positive working environment
- motivated and enthusiastic children who are keen and eager to learn
- excellent support from all key stakeholders including colleagues, governors, parents and the wider Parish community
- a strong commitment to continuing professional development
- appointment on the Individual School Range for Deputy Heads (ISR3-7) on the Leadership Scale

An application pack is available from the Headteacher and visits to the school are welcomed.

Relocation will be considered.

Closing date: Friday 1 February 2008 at noon

Interview date: Thursday 14 February 2008

This post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau.

We are committed to safeguarding and promoting the welfare of children and young people.

DIOCESE OF SHREWSBURY DIRECTOR – PLANNED GIVING & GIFT AID SERVICE



Based at the Curial Offices in BIRKENHEAD

The Diocese is seeking to appoint a Director of the Diocesan Planned Giving & Gift Aid Service; this vacancy will occur with the impending retirement of the existing Director.

The position, a senior position within the central administrative team, involves responsibility for servicing the needs of 110 parishes, plus assistance to 118 schools and various special funds within the Diocese.

The successful applicant will encourage and promote the practice of Planned Giving as well as developing the take-up of Gift Aid throughout the Diocese.

The Director will report to the Financial Secretary and work with the Board of Finance and Planning to plan, supervise and prioritise the importance of increasing parish and diocesan income from these two sources.

The Director will in particular be responsible for providing an efficient and timely service to clergy and parish lay volunteers following requests for assistance in financial matters.

The appointed person will:

- Be a practising member of the Roman Catholic Church and will hold a full driving licence
- Have a degree of familiarity with the workings of the RC Church and parish finances
- Be prepared to work weekends (this involving Public Speaking) and considerable flexibility as regards working hours depending on the needs of parishes and schools
- Have a working knowledge of Microsoft Office (Word, Excel, Access, Powerpoint, Publisher)

Salary commensurate with experience of the successful candidate (plus car benefit & pension scheme)

For more information go to our website:
www.dioceseofshrewsbury.org

To apply, email your CV and a covering letter to:
curia@dioceseofshrewsbury.org

or post them to: Miss Margaret Lightbound, Diocese of Shrewsbury, Curial Offices, 2 Park Road South, Prenton, Wirral CH43 4UX. (Tel: 0151 652 9855)

Closing date is Wednesday 23 January 2008

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Contact John or Charles on

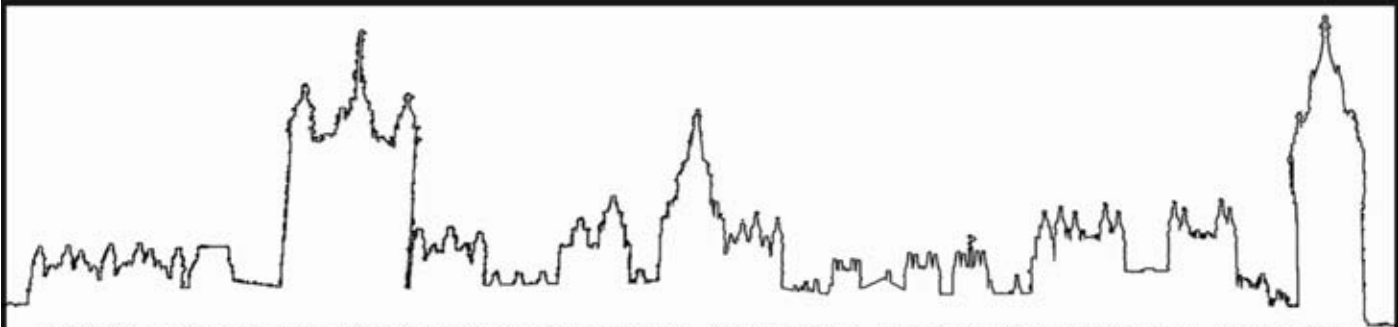
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Archival Research

The archives of *The Tablet*, founded in 1840, and *The Pastoral Review* (formerly *Priests & People* and *The Clergy Review*), founded in 1931, are held at St Mary's University College, Strawberry Hill, Twickenham TW1 4SX.

Access to researchers is by a prearranged personal visit but archive staff are not able to conduct searches.

For a research appointment please contact Stephanie Bennett
Tel: 020 8240 4019 Email: bennetts@smuc.ac.uk



A YEAR'S INTENSIVE EXPERIENCE OF POLITICAL AND SOCIAL ACTION IN A SPIRITUAL CONTEXT
CATHOLIC PARLIAMENTARY INTERNSHIP SCHEME

Now in its fifth year, the Catholic Parliamentary Internship scheme is looking for eight interns for 2008-9. The scheme will provide eight recent graduates with a lifetime opportunity to gain intensive experience of political and social action in a spiritual context. Three interns will be based with Christian MPs at Westminster, one with a working Peer, two with Christian MEPs based in Brussels, one with the Cardinal's Public Affairs Office and one with the Catholic Education Service Policy Office. All internships will run from September 2008 to July 2009.

All internships also involve:

- Opening and closing individually guided retreat, and spiritual guidance
- Studying Christian ethics and Catholic social teaching
- Visits including to the Vatican
- Exploring the Church's involvement in social action through events and visits to projects.

If you are a current final year undergraduate or recent graduate, a committed Catholic with proven academic success, excellent communication skills, engaged in social action and serious about discerning a vocation to public service, we would like to hear from you. Applicants must be UK citizens.

For further information and to apply, please download an application pack from <http://www.catholicchurch.org.uk/internships/>. Completed application forms must be sent to: Aminata Kamara, HR Manager, Catholic Parliamentary Internship, 39 Eccleston Square, London SW1V 1BX.

Closing date is 3rd March 2008 and Assessment days are 3-4 April 2008.

The scheme is run by the Catholic Bishops' Conference of England and Wales.

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WANTED

WANTED

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Formation Consultation Services

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Tel: USA (001) 508-234-6540
Email: formation@fcs-bilotta.com
www.fcs-bilotta.com

St Leonards-Mayfield School

The Old Palace, Mayfield, East Sussex TN20 6PH
Tel: 01435 874600 Fax: 01435 872627
Email: enquiry@stlm.e-sussex.sch.uk
Website: www.stlm.e-sussex.sch.uk
Catholic Independent Boarding & Day School
for 430 girls
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DEPUTY HEADTEACHER - PASTORAL

Salary L12 - L16

Required for September 2008, following promotion of current post holder to Headmistress from September 2008.

As a practising Catholic and key member of the senior management team there will be opportunities to play a leading role in the exciting development plans of this thriving community.

This is a residential post. Specific responsibilities include boarding and pastoral management, staff appraisal systems and welfare policies.

St Leonards-Mayfield School is a leading Catholic independent school with a consistent record of high achievement in the league tables and classed as 'outstanding' in the quality of education provided by the recent ISI Inspection Report. Established in 1872 by the venerable Cornelia Connelly of the Society of the Holy Child Jesus, the school has several historic listed buildings including two that are medieval and is set in a beautiful village location.

For further details and an application form please email
Mrs Karen Bowles,

PA to the Head: enquiry@stlm.e-sussex.sch.uk

or visit our website for recruitment opportunities.

The closing date for applications is
Wednesday 30 January 2008

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced CRB check. The School is an equal opportunities employer.
Charity Registration No. 1047503.

PROPERTY TO SELL? Have you property to sell, which may be of interest to fellow readers - e.g. in the location of a school, church or religious foundation? If so, then why not advertise in our classified column? A simple advertisement yields surprising results. For more details, please contact: **The Advertisement Department, THE TABLET, 1 King Street Cloisters, Clifton Walk, London W6 0GY. Tel: 020 8748 8484**



Margaret Beaufort Institute of Theology, Cambridge

Roman Catholic House of the Cambridge Theological Federation

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to promote theological research for the Church and its mission

Applications are invited from experienced researchers from any part of the world who would benefit from a sabbatical period in Cambridge, participating in the Margaret Beaufort's residential and study community.
Either September-December 2009 or January-March 2010.

Closing date for applications: **1 February 2008**

Information from the Administrator
12 Grange Road, Cambridge CB3 9DU
Tel. +44 (0)1223 741039, e-mail: ew263@cam.ac.uk
www.margaretbeaufort.cam.ac.uk

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AGENCY

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Mary Kenny will give a lecture on the complex relationship between Winston Churchill and Ireland at the Churchill Museum Cabinet War Rooms, King Charles Street, London SW1 on Tuesday 15 January at 7pm. Admission £15 full price, £12 concessions.
Book on 020 7766 0155
or visit iwm.org.uk/cabinet