

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
(11-18 years) GSA CISC BSA



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.

Don't forget The Tablet's

Winter Education Supplement:

9 February

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Contact John or Charles on

020 8748 8484

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Diocese of Westminster

The Roman Catholic Diocese of Westminster is home to the Cardinal Archbishop of Westminster, Westminster Cathedral, over 200 parishes and schools in the north of London and Hertfordshire and is a registered charity of significant proportions.

PA TO THE FINANCIAL SECRETARY/CHIEF EXECUTIVE

An experienced PA is required to support the Financial Secretary/Chief Executive. Duties include: liaising with the finance team, handling general correspondence, administration, filing, diary keeping, minute taking and coordinating the parish support team.

The successful candidate will possess excellent organisational interpersonal and administration skills, together with a capacity to work well as part of a close-knit team and independently in support of the Financial Secretary.

PAYROLL ADMINISTRATOR

We are currently seeking an experienced Payroll Administrator to run the Diocesan payroll department for 1,100 lay and clergy staff, as part of a small HR team.

The successful candidate will have a good knowledge of all statutory payroll procedures. Experience of pension scheme administration would be an advantage.

Salaries: £25,000 pa (PA), £23,700-£27,800 pa neg, (Payroll Administrator)

Hours: 35 hrs per week **Closing date:** 1 February 2008

Interviews: w/c 4 February 2008

For an application pack and detailed job descriptions, please visit the job section of our website at www.rcdow.org.uk or contact Julie Dauncey, HR Dept Tel: 020 7798 9167 Email: juliedauncey@rcdow.org.uk

St Mary's

CAMBRIDGE

GSA Day and Boarding - Girls 4-18



English Teacher (2 posts)

Required for September 2008

Applications are invited from well-qualified graduates to join our successful and enthusiastic English department. The successful candidates should be energetic and dynamic, interested in teaching a range of abilities and at all levels from Key Stage 3 to A level. One of the posts is full time and the other is a part-time position (approx 0.4). The posts would suit NQTs or teachers with more experience.

Head of Language and Learning

Required for September 2008

Applications are invited from well-qualified graduates to be responsible for coordinating the Individual Needs and EAL requirements throughout the school. The successful candidate should have good communication skills and be well organised and efficient. A readiness to be involved in the extra-curricular life of the school is expected.

Chartered Librarian

Required for September 2008

We are seeking to appoint a well-qualified and enthusiastic librarian with experience of secondary school librarianship to manage our Senior School library. The school uses the Heritage library system. The salary offered is £24,500 per annum.

Please contact Janet Bauld (see contact details below) for further details of each vacancy and an application form. The closing date for applications is Wednesday 30 January.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a CRB check.

Tel: 01223 353253 Fax 01223 357451

Email: enquiries@stmaryscambridge.co.uk

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WANTED

WANTED

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SALVATORIAN Priests and Brothers, living in communities serving the Church, using our gifts and abilities to make Jesus our Saviour known. For further information about our life and work here in Britain and abroad please write to: Father Alex McAllister SDS, Vocations Director, Salvatorian Community, 11 Castle St, Thornbury, Bristol BS35 1HA

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ECUMENICAL DEVELOPMENT OFFICER FOR CUMBRIA

This is a key post for all the Churches in Cumbria.

20 hours a week. Salary: £21,313 pro rata plus pension.

The successful applicant will be a lay or ordained member in good standing with one of the denominations within Churches Together in England and will be employed by Churches Together in Cumbria.

S/he will exercise collaborative leadership and enable local congregations and the church leaders to work together for mission and service.

Closing date for applications: 18 February 2008

Interviews: 12 March 2008

Full details from: Lorraine Shannon, CTE, 27 Tavistock Square, London WC1H 9HH.
Email: lorraine.shannon@cte.org.uk

This post is subject to enhanced CRB disclosure.

SPIRITUALITY PROGRAMME RESOURCES COORDINATOR

LONDON BASED

CAFOD is looking for a competent, creative and well-organised writer/editor with a strong visual sense to lead on the commissioning, production and writing of our highly respected spirituality resources, both print- and web-based. These resources currently include prayers, reflections and liturgies that help the Catholic community in England and Wales to bring social justice and concern about global poverty into their worship.

You will understand the needs and worship life of the Catholic community in England and Wales. You will be confident online and in print and understand theological reflections and prayer. You will be able to spot a "typo" a mile off, choose the best picture and brief designers to lay out a liturgy correctly. You will write well yourself, but it is also important that you can present and produce the work of others in the most effective and enabling way.

Please obtain an application pack by visiting www.cafod.org.uk/jobs/, emailing vacancies@cafod.org.uk or phoning 020 7095 5601, quoting ref SPC. Closes 4 February 2008.

CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection. CAFOD is the official development and relief agency of the Catholic Church in England and Wales and part of the Caritas Internationalis Confederation.



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