

March 2026

Dear Applicant

**Re: Vacancy for Primary Office Administrator**

Thank you for your request for information regarding this recently advertised post. I hope you find the information on our website useful. If you have any queries, please do not hesitate to contact the school.

St Peters is a Catholic school with a strong Christian ethos which underpins all we do. We are also an Academy jointly sponsored by the Catholic Diocese of Portsmouth and the De La Salle Order – an international organisation which has been running schools for over 300 years.

The school consists of two sites, with Primary accommodated at Iford and Years 7 to 13 at Southbourne. It is a school with a tradition of success, oversubscribed every year and benefitting from a deservedly positive reputation in the local community. Relationships with families are affirming and constructive, with parents and carers keen to support the school and the children's learning.

We are not a complacent community; all staff are keen to learn and improve, developing pedagogy through research, shared practice and innovation.

Should you wish to apply for the post as advertised, please complete the relevant forms and email them to [supportstaff@st-peters.bournemouth.sch.uk](mailto:supportstaff@st-peters.bournemouth.sch.uk). The closing date for applications is by **8.00am on Wednesday 15<sup>th</sup> April 2026**. Interview date to be confirmed.

If, you do not receive a telephone call or email from us inviting you for an interview by Friday 24<sup>th</sup> April 2026, please assume that on this occasion your application was not successful. However, I would like to thank you for your interest in St Peter's School.

I look forward to receiving your application.

Yours sincerely

*B Doyle*

Mr B Doyle  
Headteacher

*Becoming the best we can be*