



**Blessed  
Christopher Wharton**  
CATHOLIC ACADEMY TRUST



## Administrative Assistant

Pay Scale: SCP 4-6  
£20,488- £21,142 (per annum actual)  
8.30 - 16.00 (35 hours), Term time + 1 week  
Permanent

**The Academy Council of St Anthony's Catholic Primary School are seeking to appoint an enthusiastic Administrative Assistant to join our highly effective team**

We can offer:

- A strong leadership team committed to your professional development and formation
- A positive and caring catholic school ethos
- Well behaved children who are eager to learn
- A highly committed and dedicated staff, Academy Council and Catholic Academy Trust
- Partnership with a range of professional bodies

Visits to school are warmly welcomed to allow you to get a feel for the school, if you would like to visit, please email [janette.humphreys@stac.bcwcacat.co.uk](mailto:janette.humphreys@stac.bcwcacat.co.uk). Applications must be completed on a CES application form which is available from the school office.



**Closing date for applications:**

Friday 19 September 2025

**Interviews:**

Tuesday 23 September 2025

*The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020*

# The Role



We are looking for someone who:

- ideally has experience of working in a school office
- will provide high-quality, professional admin, clerical, financial and reception service to the school
- can work effectively as part of a team
- is confident in solving complex problems and working with colleagues from across a range of roles
- is able to work on their own initiative, prioritising day to day work
- has good communication and interpersonal skills
- is committed to our Catholic vision and ethos

Prime Objectives of the Post:

- To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.
- Responsible to the School Business Manager/Headteacher from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the School Business Manager would be expected to liaise with senior team members to ensure continuation of essential services.
- To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

# The Role



## Effort Demands:

- Will work under supervision and will frequently use own initiative, working to the priorities set by the SBM/SLT.
- To contribute to the overall ethos/work/aims of the school.
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day-to-day decisions regarding the organisation of the working area/workload and school priorities; assisting with the planning and development of the support services.
- To participate in in-school training and other training programmes as required and maintain personal and professional development to meet the changing demands of the post.

## Responsibilities - Organisation:

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

## Responsibilities - Administration:

- Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, faxing, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Maintain manual systems.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required e.g. pupils' data.
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc).
- Undertake routine administration, e.g. registers/school meals/arranging and coordinating meetings on behalf of other school staff/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

# The Role

## Responsibilities - Resources:

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Support the SBM on budget matters/procurement in accordance with Trust financial policies and procedures.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
- Responsible in the collection and recording of school dinner money and other routine financial administration.
- Operate uniform/snack/'other' shops within the school.

## Responsibilities - Other:

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well being of the pupils.
- Make travel arrangements.
- Assist with arrangements of school events/trips etc.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the School.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

## Environmental demands/Working Conditions:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.



# Person Specification

Experience	Essential or Desirable
Experience of using Microsoft office (or equivalent)	E
Experience of using data management software such as Arbor (or equivalent)	E
Experience of working in an office environment (preferably within a school)	E
Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level	E

Qualifications	Essential or Desirable
GCSE English and Maths at grade C or above or Equivalent e.g. Adult Literacy/Numeracy at Level 1.	E
NVQ Level 3 (or equivalent) in relevant discipline.	D

Knowledge/Skills	Essential or Desirable
Good literacy and numeracy skills.	E
Excellent communication skills including telephone/reception skills.	E
Experience in the use of databases and other software packages with a high level of word processing/typing skills e.g. Microsoft Office (Word/Excel/Outlook etc.).	E
Have a neat and organised approach to work.	E
Be willing, courteous, and able to work both using your own initiative and in a team.	D
Respect confidentiality and understand Data Protection regulations and GDPR.	E
Ability to work under pressure, prioritise and meet conflicting demands within deadlines	E
Understanding of safeguarding issues and procedures in terms of both individual concerns and pupil absence	E
Understanding of Health and Safety policies and procedures	D





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## Unlocking Opportunities: Our Offer to You



### **Employee Assistance Programme**

Telephone counselling and mental health support is available through our EAP app with Sonder.



### **24/7 GP Service**

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



### **Excellent Professional Development Opportunities:**

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



### **Vivup Lifestyle Benefits:**

Enjoy a range of high street discounts through Vivup.



### **Excellent Pension Scheme:**

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



### **Regular Learning Days:**

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



### **Positive Work Environment:**

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



### **Opportunity to Make a Difference:**

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



### **Staff Awards**

Annual Staff Awards where outstanding performance is acknowledged and awarded.