



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Administrative Assistant

Age Range: 3-11

Pay Scale: SCP 7-11 (£20,929 - £22,707 per annum)

Permanent - Term Time Only - 35 hours per week

September 2025

We are looking for an organised, enthusiastic Administrative Assistant to work in our creative, forward thinking and happy Catholic school, where we try to give children the best days of their lives.

The ideal candidate will:

- ideally have experience of working in a school office
- provide high-quality, professional admin, clerical, financial and reception service to the school
- work effectively as part of a team
- be able to work on their own initiative, prioritising day to day work
- have good communication and interpersonal skills
- be committed to our Catholic vision and ethos

Please note, we can only accept applications completed on the CES Application form. CES Application packs are available on our website and from the school office.

Closing date for applications:

Friday 5 September 2025

Interviews:

W/C 8 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

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 Office 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 Office 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.

Effort Demands:

- Will work under supervision and will frequently use own initiative, working to the priorities set by the Office Manager/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.
- Frequently dealing with routine and occasional less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorisation for action.
- Undertake reception duties with a friendly, professional demeanour, answering routine telephone and face to face enquiries and signing in visitors.
- To support/assist in the supervision of less experienced staff, students on work experience, trainees and voluntary helpers.
- Assist with pupil first aid incidents/sickness by liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.



The Role

Responsibilities - Administration:

- Provide a high level of clerical support e.g. record and circulate messages to other members of staff, diary management, photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Create and maintain manual/electronic filing and information systems, including those of outside agencies e.g. DfE.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems, including payroll systems.
- Produce, analyse and interpret data/information/detailed reports on a regular basis as appropriate to the school to facilitate performance management in line with the completion of internal/external performance requirements e.g. pupils data.
- Undertake routine administration, e.g. responding to letters and emails/maintaining and updating distribution lists/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.

Responsibilities - Resources:

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.
- Support the office manager on budget matters relating to the school including accounting/banking etc.
- Maintaining stock and supplies, preparing and assisting in the processing orders, checking delivery notes and invoices ensuring they are correctly recorded, cataloguing and distributing as required.
- Assist with procurement and sponsorship.
- Responsible in the collection and recording of school dinner money, school fund accounts and other routine financial administration with frequent handling of substantial amounts of cash.

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.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Make travel arrangements.
- Assist in the organisation and arrangements of school events/trips etc.
- Assist with marketing and promotion of the school.
- 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.



Person Specification

Experience	Essential or Desirable
Experience using Microsoft Office with good IT skills.	E
Experience of working in an office environment (preferably within a school) to include development, management and operation of administrative systems such as Arbor.	D
Experience in dealing with financial matters.	D
Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level	E

Qualifications	Essential or Desirable
Minimum of 5 GCSEs (or equivalent) including Maths and English at grade C/4 or above	E
NVQ Level 3 or 4 (or equivalent) in Business Administration or related field	D

Knowledge/Skills	Essential or Desirable
Knowledge of how to conduct general office work including reception, switchboard and typing/word processing.	E
Good literacy and numeracy skills.	E
Good communication skills including telephone/reception skills.	E
Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.	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
Experience of maintaining financial information systems and making payments.	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.	E
Respect confidentiality.	E

Person Specification

Understanding of the importance of safeguarding and the ability to follow policy and procedure	E
Ability to maintain confidentiality at all times	E
Understanding of Equal Opportunities and commitment to inclusion	E
Calm, adaptable, professional approach to managing competing demands	E



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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 and acknowledged and awarded.



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