

# BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST

## Human Resources Administrator Application Pack



Closing Date:  
Monday 15<sup>th</sup> June 2026 - midday

Shortlisting Date:  
Tuesday 16<sup>th</sup> June 2026

Interview Date:  
Thursday 25<sup>th</sup> June 2026



# CEO Welcome

Dear Applicant,

Thank you for your interest in this important role within the central team at Blessed Edward Bamber Catholic Multi Academy Trust.

This is an exciting time to join our Trust as we continue to grow and strengthen our family of schools across Blackpool, the Fylde and Wyre. As outlined in our application pack, we are committed to working together to enable each school to thrive spiritually, academically and operationally, ensuring the very best outcomes for all children and young people.

The HR Administrator plays a key role in supporting this mission. Working as part of our central HR team, you will contribute to the delivery of a high-quality, responsive and compliant HR service across our academies. Your work will directly support our staff – from recruitment and onboarding through to employee lifecycle processes – ensuring that our schools are supported by capable, committed and well-supported colleagues.

We are seeking an individual who is organised, professional and committed to providing a high standard of administrative support. You will need to demonstrate excellent attention to detail, a strong sense of responsibility and the ability to manage confidential information with integrity. Just as importantly, you will share our commitment to service, working collaboratively with colleagues across the Trust to ensure a consistent and supportive HR experience for all.

At BEBCMAT, all of our work is underpinned by our core values of **Trust, Respect, Faith, Hope and Service**, with our central team guided by the principle of *“Here to Serve.”* These values are not simply words; they shape how we work together, how we support our schools, and how we ensure that every member of our community is valued and enabled to flourish.

The successful candidate will join the central team and will have the opportunity to contribute to the ongoing development of our HR service. The role offers variety and the chance to work across multiple schools, building relationships and making a meaningful contribution to the wider life of the Trust.

# CEO Welcome

At BEBCMAT, we offer:

- Pay in line with NJC and access to the Local Government Pension Scheme
- Generous annual leave entitlement (pro rata for term-time roles)
- Access to wellbeing support including GP services, counselling and health support
- Opportunities for continuous professional development
- A welcoming working environment within a strong and growing Trust community

Please note that you do not need to be a Catholic to apply for this role.

Further information about the Trust and this role can be found in this application pack and on our website:

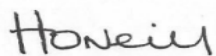
<https://www.bebcmat.co.uk/job-vacancies>.

If you would like to arrange an informal discussion, please do not hesitate to get in touch with Ann Daly, HR

Manager: [recruitment@bebcmat.co.uk](mailto:recruitment@bebcmat.co.uk) Telephone: 01253 203260 ext 2200.

Thank you for your interest in serving our schools and communities. I wish you every success with your application.

Yours sincerely,



Helen O'Neill

Chief Executive Officer



**“TRUST RESPECT FAITH HOPE SERVICE”**

# Mission, Vision & Values

## CORE PRINCIPLES

Our core principles are:

- Educating the whole person – We recognise that strong academic achievements enable our children and young people to successfully access their next steps in education, employment or training. We celebrate that each individual is made in God's image and has unique God-given talents to be recognised and harnessed. John 10:10 – 'I have come so that you may have life and have it to the full'
- Aiming for excellence in all that we do – from quality of the curriculum, pathways and opportunities for pupils, to Trust financial security.
- Working together for the Common Good – whilst maintaining the distinctiveness of each school which serves its own unique community.

## MISSION

The Mission of the Trust outlines our core purpose. In Blessed Edwards Bamber CMAT, the mission of the Trust is for all of our Catholic schools to work together.

### DEVELOP EXCELLENCE

By providing the best possible opportunities for every child through consistently delivering a high-quality education.

### BUILD STRONG COMMUNITITES

By providing support and service to our families, parishes and wider communities, with an unrelenting focus on those most disadvantages and vulnerable in our society.

### WITH GOSPEL VALUES AT THE HEART OF ALL WE DO

We will invest in the ongoing professional training and development for the whole Trust community, with Christ at the centre.

## VISION

The Vision of the Trust focuses on the 'destination' of our journey – it gives us a steer and aspirational aim.

Through collective responsibility, united in our Catholic faith, we will provide bespoke support to:

- Enable each school to thrive spiritually, academically and financially
- Enable our children and young people to belong, engage and become - reach their full potential.

### BELONG

Trusting in our faith and our Catholic mission, we will work as one family of schools together and with our wider communities.

Pupils and staff across the Trust are cherished for who they are and all achievements are celebrated.

### ENGAGE

Pupils and students immerse themselves in the experience of education in the Trust. We raise aspirations and build for the future through high-quality learning and wider opportunities.

### BECOME

Our pupils and staff grow and thrive as members of a Catholic community with shared values and grow to reach their full potential.

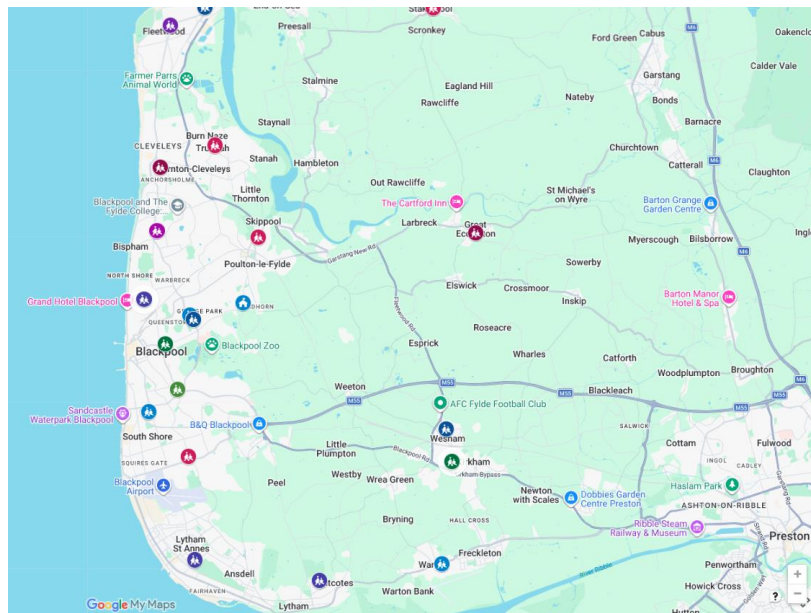
Schools grow in success educationally, financially and spiritually.

## CORE VALUES

**TRUST**  
**RESPECT**  
**FAITH**  
**HOPE**  
**SERVICE**

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# Message from the Diocese

Thank you for interest in the role of Human Resources Administrator at the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, two independent schools and one sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire  
Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool, the Fylde and Wyre  
Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Diocesan Schools Commissioner  
Diocese of Lancaster



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## Prior to applying

If you are unclear about any aspect of the application process, please contact Ann Daly, HR Manager:

Tel: 01253 203260 ext 2200 or 07380 461330

Email: [recruitment@bebcmat.co.uk](mailto:recruitment@bebcmat.co.uk)

## Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/trust/The-Blessed-Edward-Bamber-Catholic-Multi-Academy-Trust/2355>

**Closing date for applications:** Monday 15<sup>th</sup> June 2026 - midday

**Shortlist date:** Tuesday 16<sup>th</sup> June 2026

**Interview date:** Thursday 25<sup>th</sup> June 2026

## Post Details:

**Grade:** NJC pay Grade D - scale point range 7 to 11

**Full Time Equivalent Salary:** £26,403.00 to £28,142.00

**Actual Annual Salary:** £11,999.00 to £12,790.00 (pay award pending)

**Contract:** Permanent

**Hours:** 20 per week, term time only

**Start Date:** 1<sup>st</sup> September 2026

# Job Description

<b>POST TITLE</b>	<b>Central HR Administrator</b>
<b>JOB PURPOSE</b>	<p>To provide high-quality, efficient and confidential administrative support to the Trust's central HR function, serving our academies with professionalism, care and integrity.</p> <p>The postholder will contribute to the delivery of a responsive and compliant HR service that supports our staff to flourish, enabling our schools to provide the best possible education for every child. The role will support key HR processes including safer recruitment, onboarding, employee lifecycle administration and the effective management of HR information.</p>
<b>RESPONSIBLE TO</b>	HR Manager
<b>RESPONSIBLE FOR</b>	No direct line management responsibility
<b>LIASING WITH (Working relationships)</b>	HR team, Headteachers, School Business Managers, Trust leaders, payroll providers, external agencies, candidates and employees
<b>HOURS OF WORK</b>	20 per week – term time only
<b>PAY GRADE</b>	Grade D – NJC scale points 7 - 11
<b>LOCATION</b>	Central Team Office
<b>DISCLOSURE LEVEL</b>	Enhanced
<b>Key Responsibilities</b>	<p><b>HR Administration &amp; Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Provide a professional, welcoming and comprehensive administrative support across all areas of HR including recruitment, onboarding, contractual changes and leavers.</li> <li>• Act as a first point of contact for HR queries, managing the HR inbox and telephone enquiries in a professional, sensitive and timely manner.</li> <li>• Prepare and issue HR documentation including contracts, offer letters, variation letters and correspondence.</li> <li>• Maintain secure, accurate and confidential employee/HR records in line with data protection and Trust policies.</li> </ul> <p><b>Recruitment &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Support the coordination of recruitment processes including adverts, candidate information packs, applications, interview arrangements and candidate communication.</li> <li>• Undertake and track pre-employment checks, ensuring full compliance with safer recruitment and safeguarding requirements.</li> </ul>

# Job Description

<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Maintain and update the Single Central Record and recruitment systems, ensuring all records are accurate, complete and audit-ready.</li> <li>• Support onboarding processes, ensuring all new starters are fully compliant and set up on relevant systems.</li> </ul> <p><b>HR Systems, Payroll &amp; Data</b></p> <ul style="list-style-type: none"> <li>• Maintain HR systems and databases, ensuring accuracy and attention to detail.</li> <li>• Support payroll processes through timely and accurate submission of staffing changes.</li> <li>• Produce and maintain HR information and reports to support leaders in making informed decisions.</li> <li>• Ensure all HR data is handled in accordance with confidentiality and Trust policies including compliance with data protection, retention and audit requirements.</li> <li>• Support the annual schools workforce census data preparation and submission.</li> </ul> <p><b>Team &amp; Organisational Support</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to meetings, including note taking and follow-up actions.</li> <li>• Contribute to HR projects and continuous improvement of systems and processes.</li> <li>• Build positive relationships across academies, supporting a consistent and high-quality HR service that is aligned to our Trust values.</li> </ul>
<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Uphold and actively support the Catholic ethos, mission and values of the Trust in all aspects of the role.</li> <li>• Treat all members of the Trust community with dignity, respect and fairness, promoting inclusion and equality of opportunity.</li> <li>• Always maintain confidentiality and professionalism, particularly when handling sensitive employee information.</li> <li>• Comply with all Trust policies including safeguarding, health and safety, equality and data protection.</li> <li>• Participate in training, development and performance review processes.</li> <li>• Undertake other duties commensurate with the grade and nature of the post.</li> </ul>
<p><b>SAFEGUARDING</b></p>	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and take responsibility for safeguarding.</p>
<p><b>GENERAL STATEMENT</b></p>	<p>This job description outlines the main duties and responsibilities of the post. It may be reviewed and amended in consultation with the postholder to reflect the evolving needs of the Trust.</p>

# Person Specification

<b>CENTRAL HR ADMINISTRATOR – PERSON SPECIFICATION</b> <b>Personal Attributes required based on the job description</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Professional Development</b> <ul style="list-style-type: none"> <li>• Good standard of education including GCSE (or equivalent) in English and Maths</li> <li>• Evidence of continued professional development</li> </ul>	✓  ✓	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in an administrative role in a busy environment</li> <li>• Experience of maintaining accurate records and handling confidential information</li> <li>• Experience of using IT systems including Microsoft Office (Word, Excel, Outlook), Google Suite (Gmail, Google Docs, Google Sheets, calendar, Google Meet)</li> <li>• Experience of HR administration processes (e.g. recruitment, contracts, onboarding, note taking)</li> <li>• Experience of working within an education or multi-academy trust setting</li> <li>• Experience of supporting payroll or HR data reporting</li> </ul>	✓ ✓  ✓	✓   ✓ ✓
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality and data protection (GDPR)</li> <li>• Awareness of safer recruitment and safeguarding responsibilities</li> <li>• Understanding of HR administrative processes and good practice</li> <li>• Awareness of employment procedures in an education context</li> </ul>	✓  ✓	✓  ✓
<b>Skills and Competencies</b> <ul style="list-style-type: none"> <li>• Excellent organisational skills and ability to manage competing priorities</li> <li>• High level of accuracy and attention to detail</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to work both independently and collaboratively as part of a team</li> <li>• Ability to use initiative and solve routine problems</li> <li>• Strong IT skills and ability to work with HR systems and data</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Personal Qualities and Values</b> <ul style="list-style-type: none"> <li>• Demonstrates integrity, honesty and professionalism in all aspects of work</li> <li>• Treats others with dignity, respect and fairness, promoting inclusion and equality</li> <li>• Commitment to serving others and supporting colleagues across the Trust</li> <li>• Ability to handle sensitive situations with discretion and empathy</li> <li>• Positive, flexible and solution-focused approach to work</li> <li>• Commitment to supporting the Catholic ethos, values and mission of the Trust</li> </ul>	✓ ✓  ✓ ✓ ✓	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undertake relevant training</li> <li>• Ability to travel between Trust sites if required</li> </ul>	✓  ✓ ✓	

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications refer to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications; Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma refers to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**