



Bishop Ullathorne  
Catholic School

Part of Holy Cross Catholic MAC

# School HR and Admin Officer APPLICANT PACK

March 2026

Holy Cross Catholic MAC was formed in September 2019 when 5 Catholic primary and 2 Catholic secondary schools in Coventry joined together. Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools – all of which are very popular and highly successful.



Dear candidate,

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of School HR and Admin Officer at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and help as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & Experience section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

### **Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross Catholic MAC Academy reserves the right to check the validity and accuracy of your application if successful.



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## Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

## Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

## DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

## Please Note

We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

For further details about the school please visit the school website <https://www.bishopullathorne.co.uk/> or for further details regarding the Holy Cross Catholic MAC please visit <https://www.hcmac.co.uk>

Details regarding the post are available from Holy Cross Catholic MAC recruitment website at:

[Holy Cross Catholic Multi-Academy Company - Vacancies](#)

Please contact Debbie Hetherington if you would like an informal discussion about the role: 02475 186555, or to discuss a visit to the school.

We look forward to receiving your application.

Yours faithfully

**Sarah Boyle**  
**Headteacher**  
**Holy Cross Catholic MAC**





# Holy Cross Catholic Multi Academy Company

*Achieving together in faith*

## Motto

Achieving Together in Faith.

## Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

## Aims:

- H** High aspirations for all
- O** Outstanding education - to create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L** Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y** Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C** Community - strengthening and nurturing the Catholic life of our schools
- R** Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O** Optimising our resources to realise best value by sharing assets and using economies of scale
- S** Standards - to maintain the highest quality of Catholic education by ensuring accountability at all levels
- S** Service to God by serving others in our school and local communities and national and international communities in need.





# Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC

## Soli Deo – For God Alone

We are a truly comprehensive school which serves a very wide area of Coventry, including the most advantaged and disadvantaged wards in the city. Our 1147 students are drawn from six parishes and partner primary schools. They reflect the needs, aspirations and life experiences found in the diversity of the city in which we serve.

Holy Cross Catholic Multi Academy Company is a supportive and sharing community of schools that helps all the schools to grow and enrich one another.

We have an ambitious staff who are committed to the success of every pupil in our school. We work well together to provide a curriculum tailored to the needs of all. The pastoral care of our students is also at the heart of what we do to support the learning and success of our young people. One of the wonderful truths about the students at our school is that they appreciate the talents and the skills of others. They demonstrate this through their responses during assemblies, the presentation of awards, school productions, music, and liturgy. This is due to the quality, depth, and warmth of relationships between students and between students and staff.

### Our vision

The most important people in our school are the young people who give purpose to our mission. We believe in their unique dignity, made in the image and likeness of God, and this inspires us to provide a Catholic education which meets the needs of every student. We are deeply committed to educating the whole person of every student so that they may come to live life to the full. The teachings of Christ found in our Catholic faith, daily collective worship, assemblies, retreats, and celebrations of Mass are rooted in the heart of our school community. They provide direction for all that we do. The school has a beautiful chapel where the Blessed Sacrament is reserved. Our very able and committed Chaplain celebrates Mass with us each week and supports our provision for the spiritual development of our students and staff.

Our school is totally committed to ensuring that our students know and feel they are loved and accepted by the people they are. Our work aims to fill them with hope and ambition for themselves now and for their future lives beyond school, whether it is university, college, or an apprenticeship which awaits.

The school became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School and Christ the King, Saint



Elizabeth's, Saint Augustine's, Saint John Vianney and St Thomas More Catholic Primary Schools, which are all located in Coventry. As part of the wider Diocesan vision, we will be working towards merging with other local Catholic schools in the future to form a larger Catholic Multi Academy Trust (CMAT).

Bishop Ullathorne is proud to work in strong collaboration with other schools within the Holy Cross Catholic MAC to offer expertise and to benefit from the best practice in our excellent family of schools.

The school is situated in Finham within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.



### Why Work at Bishop Ullathorne?

**Ofsted 2024:** *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos, and it contributes to why so many have very good attendance.”*

**Teacher:** *“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice, and we take the opportunity to be our true self.”*

**Year 8 Student:** *“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*

**Senior Teacher:** *“Staff and students have a good relationship with each other. We are all working together towards outstanding school. many years and had change my has given me experiences and being an I have been here for the opportunity to responsibilities. It different challenges.”*



# Advert



Bishop Ullathorne  
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## School HR and Admin Officer

**Required as soon as possible**

**Salary: Grade 6 £33,699 - £39,862 FTE**

**Full Time 37 hours per week**

**All-year-round (Term-time only plus 2–3 weeks will be considered for the right candidate)**

**Permanent**

The Board of Directors of the Holy Cross Multi Catholic Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an enthusiastic and committed School HR and Admin Officer to join our secondary school. The successful candidate will

- play a key role in leading the school's HR and administrative operations
- ensure the delivery of efficient, professional and compliant support services
- line manage and develop the office team
- work closely with the Holy Cross Catholic MAC Central Team to ensure consistent HR practices and compliance

This is an exciting opportunity to play a key role in the leadership of our administrative and HR functions, contributing to the continued success of a welcoming and high-performing school.

Holy Cross Catholic MAC and Bishop Ullathorne Catholic School can offer you:

- a welcoming community with a strong Catholic ethos where all our children 'Learn and Grow as God's Holy People'.
- supportive Directors and MAC Central Team to support you in all aspects of school life.
- dedicated and supportive Governors and staff team who are keen to build high standards and who are committed to professional development.
- a strong, supportive learning community.
- enthusiastic, happy, caring children from our culturally diverse community.
- a 12-month mentoring scheme upon appointment.

Bishop Ullathorne is a highly successful 11-18 Catholic comprehensive school set in 44 acres grounds in the pleasant outskirts of South Coventry. This is a fantastic opportunity to make a significant contribution to the future success of the school. We are located within easy access of all areas of Coventry and commutable from surrounding areas of the West and East Midlands.



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Online application forms and details regarding the post are available from Holy Cross Catholic MAC's recruitment website at:

[My New Term](#)

**Closing date for applications:** 9am Tuesday 14 April 2026

**Interviews:** 21<sup>st</sup> and 22<sup>nd</sup> April 2026

*Bishop Ullathorne Catholic School, part of Holy Cross Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service (DBS) check and where relevant, a childcare disqualification check.*

*Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.*

*This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.*

*This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.*

*An online social media check will also be carried out as part of due diligence on all conditional offers of employment.*





### Job Description

<b>Job Title:</b>	School HR and Admin Officer
<b>Grade:</b>	Grade 6
<b>Hours:</b>	Full time. 37 hours per week. All-year-round (Term-time only plus 2–3 weeks will be considered for the right candidate)
<b>Contract:</b>	Permanent
<b>Responsible To:</b>	School Business Manager
<b>Responsible For:</b>	Office team
<b>Liaison With:</b>	SLT, Central Team, Office Team, teaching and support staff

### Introduction

This appointment is with Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and mission of the MAC, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the headteacher and the post-holder. It will be reviewed annually

### Job Purpose

As a School HR and Admin Officer, the core purpose of the job is to support the daily operation of HR services within the school and oversee the core office team of staff. You will work with the Senior Leadership Team and wider MAC HR team on the delivery of all aspects of HR provision at school level, providing a professional and efficient HR support service.

You will also play a vital role in line managing the school office team, promoting the highest standards and ensuring the most effective use of resources, assisting the School Business Manager with the planning, organisation and delivery of school office functions

### Key Responsibilities

#### Human Resources

- To have line management responsibility for the administrative staff, including organising their performance reviews, inductions, and training.
- Provide first line HR advice to school staff and the senior leadership time, escalating any queries on HR matters to the central team as required.



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- Assist leaders and managers with recruitment planning, supporting with advertising, shortlisting, interview arrangements and onboarding.
  - Support the school with embedding Safer Recruitment processes, ensuring that they remain compliant with KCSIE and current best practice.
  - Work with the Headteacher and Senior Leadership Team to support initiatives to improve the candidate experience and onboarding processes, reducing time-to-hire.
  - Coordinate the induction process and probationary reviews for new staff with their line managers, ensuring that these take place.
  - To have responsibility for updating and maintaining the Single Central Record, ensuring that it meets all KCSIE and Ofsted requirements.
  - Complete staff risk assessments e.g. pregnancy
  - Oversee the recording of staff absence on the school systems.
  - Support line managers to undertake return to work meets, absence reviews and other critical HR processes, ensuring that these take place within agreed timescales.
  - Work with the senior leadership team and central HR team to monitor attendance issues, using the attendance data from the HR system to support staff absence management, providing advice and support to line managers for occupational health referrals and risk assessments where required.
  - Administer and process the school payroll each month, ensure entries are added to the system in line with payroll cut off points to ensure all staff are paid accurately, overseeing the administration of timesheets and overtime claims.
  - Support the School Business Manager with the monthly pay reconciliation.
  - Processing of payments for salary sacrifice schemes
  - Administer HR documentation including contracts of employment, salary letters and other documentation required to meet compliance and reporting requirements.
  - Collaborate with relevant stakeholders to complete the submission of the annual workforce census, ensuring all staff records are up to date in the system.
  - Support MAC central HR with HR data reports
  - Oversee the booking of agency staff within school, as agreed by the headteacher.
  - Disseminate advice provided by central HR to school staff when necessary.
  - To be responsible for the maintenance of confidential staff files in accordance with GDPR.
  - To manage and co-ordinate all year-round staff members holidays.
  - To manage and record TTO staff Disaggregated time.
  - Work collaboratively with the MAC central HR team as and when required in a timely manner.



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## Whole-School Administration

- To oversee the administrative function of the whole school.
- Maintain a business-like office environment and promote good relationships with staff.
- Ensure reception staff are organised, directed, trained and developed to meet their requirements to support and facilitate the needs of the school.
- Update general office procedures to reflect current practice and embrace new technologies.
- Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
- Safeguarding – oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors.
- Hold regular team meetings with the office staff to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Undertake routine administration duties as and when required.
- Ensure effective administration of attendance, admissions & cover tasks.

## Data & Record Keeping

- Manage, maintain and update manual and computerised records (Arbor) and filing systems relating to school matters, giving guidance to other users.
- Ensure all statutory and statistical returns are completed as appropriate. (e.g. Workforce Census and Catholic Census)
- Administrative support for ad-hoc school meetings, which may include note taking, and co-ordination of meetings.

## Other

- Any other duties and responsibilities within the range of the salary grade as directed by the Headteacher or Central Team.

### Other specific duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To promote actively the school's policies.

- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

### **Ethos and Culture**

To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school. To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

### **Equality and Diversity**

Work within and promote compliance with the School's Equality Duty Information and Objectives Document.

### **Training and Development**

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the Subject Teacher will be reviewed at least once a year by the line manager.

### **Safeguarding**

Bishop Ullathorne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

*An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order:*

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

*This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.*

**Date Reviewed: March 2026**



## Person Specification

### School HR and Admin Officer

Criteria		Essential / Desirable	Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>CIPD qualification to Level 5 or working towards, or significant demonstrable experience of HR advisory work.</li> </ul>	E	A
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of employment law and current legislation</li> <li>Knowledge of processing payroll.</li> <li>Proficient in the use of ICT (including Word, Excel, PowerPoint, MS Outlook) and the ability to identify and operate appropriate systems.</li> <li>Knowledge of Single Central Record processes and ability to implement within school.</li> <li>Knowledge of Safer Recruitment.</li> </ul>	E  E D  D  D	A/I  A/I A/I  I  I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an HR role, advising and guiding managers</li> <li>Experience of using and updating HR systems</li> <li>Experience of working within the education sector</li> <li>Evidence of successful coaching, motivation of staff teams, monitoring and reviewing performance.</li> <li>Working in and promoting an environment of equal opportunities.</li> <li>Experience of working in a fast-paced office environment.</li> <li>Organising, leading and motivating a team of staff.</li> <li>Developing, managing and operating clerical/administrative systems</li> </ul>	E  D E  E  E  E  E  E	A/I  A A  A/I  A  A/I  A
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to analyse and evaluate data</li> <li>Advanced verbal and written communication skills.</li> <li>Advanced communication skills in order to advise, guide and negotiate successfully with external organisations, colleagues, subordinates, governors, students and their parents, and members of the public.</li> <li>Good ICT skills</li> <li>Excellent attention to detail and the ability to manage confidential information</li> </ul>	E E  E  E  E	A/I I  I  A/I  A/I



	<ul style="list-style-type: none"> <li>• Evidence of the ability to problem solve.</li> <li>• To work methodically, with accuracy, speed and flexibility, using own initiative.</li> <li>• The ability to initiate ideas, propose solutions, take ownership, and personally manage areas within administration.</li> <li>• Highly organised with effective time management to meet agreed deadlines through effective and efficient prioritisation and organisation.</li> <li>• Approachable, supportive and employee focused.</li> <li>• Ability to balance employee and business needs.</li> <li>• Good emotional intelligence.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• An awareness of responsibilities for health and safety of themselves and others.</li> <li>• Successful and satisfactory background check received from Disclosure and Barring Service (DBS) after interview and before appointment.</li> <li>• A commitment to safeguarding children.</li> <li>• Demonstrates commitment to, and alignment to the values of the Multi Academy Company.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>Pre-employment</p> <p>A/I</p> <p>I</p>





# Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC



Bishop Ullathorne Catholic School

Leasowes Avenue

Coventry

CV3 6BH

Please refer to our website for further details about our school: <https://www.bishopullathorne.co.uk/>

