

ST TERESA'S CATHOLIC PRIMARY SCHOOL

Office Manager Application Pack



Closing Date:

**Friday 27th February 2026 -
midday**

Interview Date:

TBC w/c Monday 9th March 2026



**Diocese of Lancaster
Education Service**
Euntes in mundum



Welcome to St Teresa's

Thank you for your interest in applying for the role of Office Manager at St Teresa's Catholic Primary School and Nursery, part of the Blessed Edward Bamber Catholic Multi Academy Trust. St Teresa's is a one form entry, Catholic School situated in Cleveleys, on the Fylde Coast, north of Blackpool covering the parishes of St Teresa and St John Southworth.

We seek to give our children a first class education enriched by Gospel Values. The most recent Ofsted (December 2017) graded school as 'good' and we are looking for committed and enthusiastic applicants to work in our school as we continue on our journey; consolidating all that is good and moving towards outstanding.

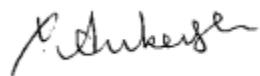
Our Mission Statement guides our work in school and within the community, helping the young people in our care thrive and grow to reach their potential. St Teresa's Catholic Primary School is a Christ-centred, loving and nurturing learning-community. Uniting home, school and Parish, we strive to support, guide and develop the uniqueness of every individual's God-given gifts and talents.

If you would like additional information please contact myself at the school.

St Teresa's Catholic Primary School aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you feel this is the post for you, we look forward to welcoming enquiries from you. Thank you once again for taking an interest in our school and we look forward to hearing from you.

Lynsey Ankers
Headteacher

Cyril Holland
Chair of Governors



We look forward to receiving your application



...from smallest to greatest...

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Office Manager at St. Teresa's Catholic Primary School. St. Teresa's part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

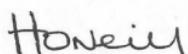
This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.
If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

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

Applicants are welcome to visit the school. If you would like to arrange a visit or would like any additional information about the school/role or application process, please contact the school office:

Tel: 01253 852547

Email: admin@stteresasprimary.com

Application process

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

<https://mynewterm.com/school/St-Teresa's-Catholic-Primary-School/149266>

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Post Details

Grade: NJC pay Grade E, scale point range 12 - 17

Salary: £28,598.00 to £31,022.00 (pro-rata)

Contract: Permanent

Hours: 32.5 per week, term time only plus 10 days

Start Date: Monday 13th April 2026

Job Description

POST TITLE	Academy Office Manager
JOB PURPOSE	<ul style="list-style-type: none"> • To manage the day-to-day administrative functions of the Academy to support effective teaching and learning. • To act as the first point of contact for parents, visitors, and stakeholders, representing the Academy's values and ethos. • To provide support to the Headteacher and senior leadership team in ensuring smooth operational delivery of administrative services. • To assist with financial, HR, and safeguarding processes under the guidance of senior staff.
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	Administrative staff
LIAISING WITH (Working relationships)	Headteacher, Deputy Head, Trust staff and support staff, external agencies and parents/carers
HOURS OF WORK	32.5 per week
PAY GRADE	Grade E – NJC scale points 12 - 17
LOCATION	St Teresa's Catholic Primary School, Main School Office
DISCLOSURE LEVEL	Enhanced
MAIN/CORE DUTIES	<ul style="list-style-type: none"> • Oversee the day-to-day running of the Academy office. • Supervise administrative staff and ensure effective support systems are in place. • Act as the first point of contact for visitors and parents, ensuring a professional and welcoming environment. • Maintain accurate records and ensure compliance with data protection and safeguarding procedures. • Support financial processes including ordering, invoicing, and budget monitoring under the direction of senior staff. • Administer first aid if required and trained to do so: report health and safety concerns appropriately.
OPERATIONAL/STRATEGICAL PLANNING	<ul style="list-style-type: none"> • Assist in planning and organising administrative systems and procedures. • Contribute to the development of office processes to improve efficiency. • Support the organisation of extra-curricular clubs and lettings, ensuring necessary checks are completed. • Contribute to premises statutory compliance by liaising with contractors, updating The Trust compliance management system and ensuring testing certificates and service deadlines are met.

Job Description

SERVICE PROVISION	<ul style="list-style-type: none">• Maintain and update management information systems (MIS).• Ensure timely completion and submission of statutory returns and reports.• Provide administrative support for meetings, communications, and correspondence.• Support HR processes including absence recording, recruitment administration, and maintaining the Single Central Record.• Monitor pupil attendance and follow up on absences in line with safeguarding procedures.• Ensure compliance with ICT systems and e-government requirements.
SERVICE DEVELOPMENT	<ul style="list-style-type: none">• Identify opportunities to improve administrative systems and contribute to service development initiatives.• Support marketing and promotional activities, including newsletters and social media.
STAFFING AND STAFFING DEVELOPMENT	<ul style="list-style-type: none">• Support induction and training of newly appointed staff.• Conduct return-to-work interviews for designated staff as directed by the Headteacher.
RECRUITMENT/DEPLOYMENT OF STAFF	<ul style="list-style-type: none">• Assist in recruitment administration including pre-employment checks, references, and DBS processing.• Ensure effective onboarding of new team members.
QUALITY ASSURANCE	<ul style="list-style-type: none">• Monitor designated work areas to ensure services are provided to a high standard.• Maintain secure and up-to-date records in line with Academy policies.• Ensure proper controls and checks are in place for public accountability.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none">• Ensure accurate data entry and reporting through MIS.• Support the administration of pupil records, attendance, and examinations.• Ensure compliance with legal requirements and reporting deadlines.• Ensure systems comply with the Data Protection Act and Trust policies.
COMMUNICATIONS	<ul style="list-style-type: none">• Maintain positive communications within the Academy and with external contacts.• Respond to enquiries professionally and efficiently, seeking support when needed.
MARKETING AND LIAISON	<ul style="list-style-type: none">• Support promotional activities and maintain constructive relationships with parents/carers.• Contribute to Academy communications and newsletters.

Job Description

MANAGEMENT OF RESOURCES OTHER THAN PEOPLE	<ul style="list-style-type: none">• Prepare, maintain, and use resources and data required to meet the business needs of the Academy.
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none">• Comply with policies related to safeguarding, health and safety, confidentiality, and data protection.• Support the ethos and aims of the Academy and contribute to a positive working environment.• Attend and participate in relevant meetings and training.• Be an active member and representative for the Academy on the Trust School Business Leaders' Network.
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none">• Carry out duties efficiently and effectively.• Participate in performance development and training as required.• Be alert to unknown individuals on site and report concerns appropriately.
SAFEGUARDING	The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and take individual responsibility for doing so.
GENERAL STATEMENT	This job description outlines the main duties and responsibilities of the post. It may be amended in consultation with the postholder to reflect changes in the role, commensurate with the grade and job title.
DATE	

Person Specification

Office Manager		
Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE equivalent grade C in both Maths and English Knowledge of First Aid 	<ul style="list-style-type: none"> First Aid at Work and/or Paediatric First Aid Qualification Customer Service or Business Administrator qualification at Level 2 or above
Training	<ul style="list-style-type: none"> Commitment to undertaking relevant training and development 	<ul style="list-style-type: none"> Evidence of relevant training
Experience	<ul style="list-style-type: none"> Minimum 6 months experience within an administrative/customer service role 	<ul style="list-style-type: none"> Experience of working in a school environment, either in an administrative or other role
Knowledge and skills & abilities	<ul style="list-style-type: none"> Good working knowledge of ICT software e.g. MS Word/Excel, Google Docs/Sheets etc. Ability to work as part of a team and individually Ability to prioritise in a high pace environment Good interpersonal and communication skills Good time management and multitasking skills 	<ul style="list-style-type: none"> Knowledge / experience of using school Management Information Systems (MIS) Knowledge of how schools operate
Personal characteristics	<ul style="list-style-type: none"> Act with honesty and integrity Reliable Enthusiastic and motivated Flexible attitude to work 	
Other (including special requirements)	<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Willingness to work occasionally outside of contracted hours Satisfactory attendance record/commitment to regular attendance at work 	

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. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference 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 makes reference 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

BEBMAT 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

BEBMAT 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.

