

ST WULSTAN'S & ST EDMUND'S CATHOLIC ACADEMY

School Business
Support Officer
Application
Pack



Closing date:
Monday 13th July 2026 - midday

Interview Date:
Monday 20th July / Tuesday 21st
July 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St. Wulstan's & St. Edmund's

Thank you for considering St Wulstan's & St Edmund's Catholic Academy.

The Governors, staff and children at St Wulstan's & St Edmund's Catholic Academy are looking to appoint a committed and proficient School Business Support Officer to join our team.

This is a part time position for 27 hours per week, on a term time only basis, and is fixed term to cover maternity leave. Previous experience of working within an educational setting would be an advantage.

The School Business Support Officer is a key member of the staff team who makes a huge contribution to the running of the school. They are responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and Catholic ethos of the school in all interactions.

At present we have 199 children on roll aged between 3 and 11 within our School and Nursery.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life.

St Wulstan's & St Edmund's Catholic Academy is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS.

You do not need to be Catholic to apply for this role, we welcome applicants from every background.

More details of our school can be found at <https://www.st-wulstans.lancs.sch.uk/>. Potential candidates are welcome to visit the school by appointment before applying. Please contact the school office to make an appointment.



“AS GOD’S CHILDREN, WE TOUCH THE LIVES OF OTHERS THROUGH OUR THOUGHTS, WORDS AND ACTIONS.”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of School Business Support Officer at St. Wulstan's and St Edmund's Catholic Academy. St. Wulstan's and St Edmund's is 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.

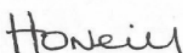
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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.

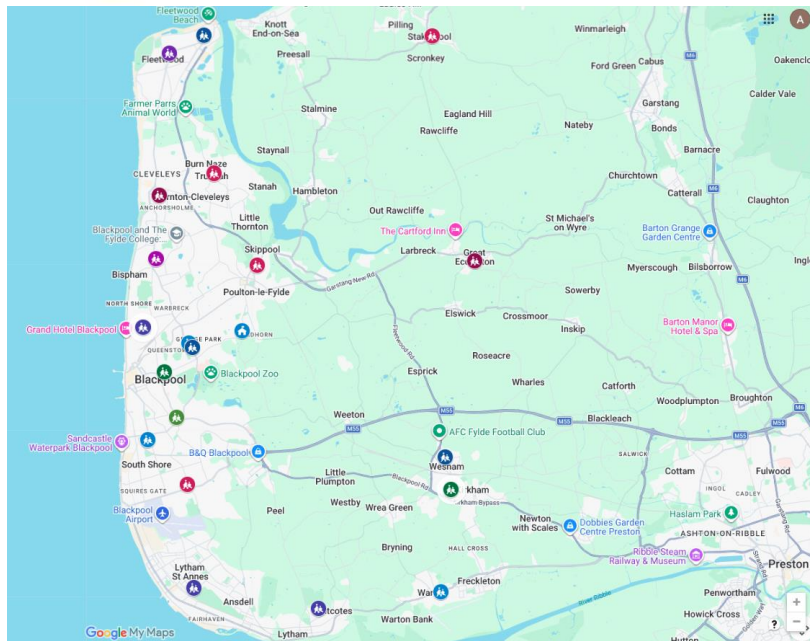
Yours sincerely,



Helen O'Neill
Chief Executive Officer

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



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 or you would like any additional information about the school or the role, please contact the school office:

Telephone - 01253 874785

or

Email - enquiries@st-wulstans.lancs.sch.uk

Application process

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

<https://mynewterm.com/school/St-Wulstan's-and-St-Edmund's-Catholic-Academy/149263>

Closing date for applications: **Monday 13th July 2026 - midday**

Interview date: **Monday 20th / Tuesday 21st July 2026**

Post Details

Grade: NJC pay Grade B – scale point range 3 to 4

Salary: £24,796.00 to £25,185.00 (pro rata, pay award pending), with a Living Wage Supplement to pay the current Foundation Living Wage of £13.45 per hour

Contract: Fixed Term to cover maternity leave to 31/8/2027 or until the substantive postholder returns

Hours: 27 per week, term time only

Required: 1st September 2026

Job Description

Administrator 1 – School Business Support Officer 1

Purpose of the role (job statement)

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

Responsibilities

Key duties:

1. Provide administrative support, following instructions or set routines e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Headteacher;
2. Update manual and computerised records/management information systems;
3. Exchange of information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers;
4. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors;
2. Open, sort and distribute incoming mail and post outgoing mail;
3. First point of contact for sick pupils, liaise with parents / carers / staff;
4. Assist with arrangements for visits, for example by school nurse, photographer;
5. Ensure collection of attendance registers;
6. Responsible for the selection, ordering and storage of supplies under direction;
7. May handle small amounts of cash (e.g. dinner money, school visits).

Indicative knowledge, skills and experience

- Some knowledge of school administration and office systems;
- National qualifications at Level 2, GCSE or relevant equivalent experience.

Person Specification

Administrator 1 – School Business Support Officer 1		
<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
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

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