

St Margaret Ward Catholic Academy

Part of the St Gabriel the Archangel Catholic Multi Academy Trust



Little Chell Lane, Tunstall

Stoke-on-Trent, ST6 6LZ

Tel: 01782 883000

e-mail: office@smwca.org.uk

NOR: 1143 (including 98 in the Sixth Form)

Admin Officer/Health & Wellbeing Support Officer

Required As soon as possible

37 Hours per week (term time only)

Level 4 SCP 4-7

Actual Salary £22,022 to £23,629

St. Margaret Ward Catholic Academy is a very popular, oversubscribed and thriving school serving the Catholic community of the North of Stoke on Trent and Staffordshire.

We are extremely proud of our enthusiastic and ambitious staff who are all committed to helping our students to fulfil their potential.

In a unique opportunity, we are seeking to appoint an Administration Officer/Health & Wellbeing Support Officer to join our dedicated and valued team

This is a varied and dynamic role, which will include 3 days per week providing administrative support within our busy main office team, and 2 days per week supporting our students in our dedicated Health and Wellbeing office.

For all aspects of this role you will need to be reliable, organised, efficient, flexible and demonstrate excellent communication skills.

This role requires a working knowledge of Microsoft Office, excellent general IT skills along with strong literacy skills to apply across a range of work tasks. Training on school specific platforms will be provided.

Role responsibilities within our Health & Wellbeing office will require First Aid qualifications, training for which will be provided for the right candidate. The ideal candidate will be committed to continued professional development to ensure up to date knowledge and skills.

The academy enjoys the active support of the newly formed St Gabriel the Archangel CMAT and the Archdiocese of Birmingham. As such, the successful candidate will enjoy access to a wide range of professional development.

The Academy are committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions. Shortlisted candidates will be subject to an online/social media check in line with Keeping Children Safe in Education, September 2023.

Further details are available by contacting Mrs K McGough (Academy Manager) on 01782 883000 or email kmcgough@smwca.org.uk

Closing date: Friday 30th January 2026 (noon)

Interviews: TBC