

# ST WULSTAN'S & ST EDMUND'S CATHOLIC ACADEMY

## Office Manager Application Pack



Closing date:  
Friday 16<sup>th</sup> January 2026- midday

Shortlisting Date:  
Monday 19<sup>th</sup> January 2026

Interview Date:  
Tuesday 27<sup>th</sup> January 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 enthusiastic Office Manager to join our dedicated team.

This is a permanent part time position for 35 hours per week, term time only plus 10 days. The working pattern each week will be Monday to Friday 8.30am – 4.00pm. Previous administrative experience of working within an education setting would be an advantage.

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.

The Office Manager is a key member of the school team who makes a huge contribution to the smooth and efficient running of the school. The role will involve managing the school administrative function, including Finance, Human Resources, Health and Safety and Data Management. You will be responsible for both Administrative staff and the Site Supervisor. The right person for this role must be organised, a positive thinker, an expert at prioritising and multitasking and be a clear and effective communicator.

You will have experience in a busy school office and must support the Catholic ethos of the school.

As part of The Blessed Edward Bamber Multi Academy Trust, the successful candidate will be working closely with the MAT central team.

If you are an enthusiastic, experienced administrator with a passion for making a difference to the lives of young people, we look forward to hearing from you.

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 with Mrs Vuti before applying. Please contact the school office to make an appointment.

Samantha Solloway  
Headteacher



**“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 Office Manager 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.

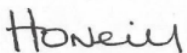
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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



Sacred Heart  
Catholic Primary  
School



St Bernadette's  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



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 Teresa's Catholic  
Primary School



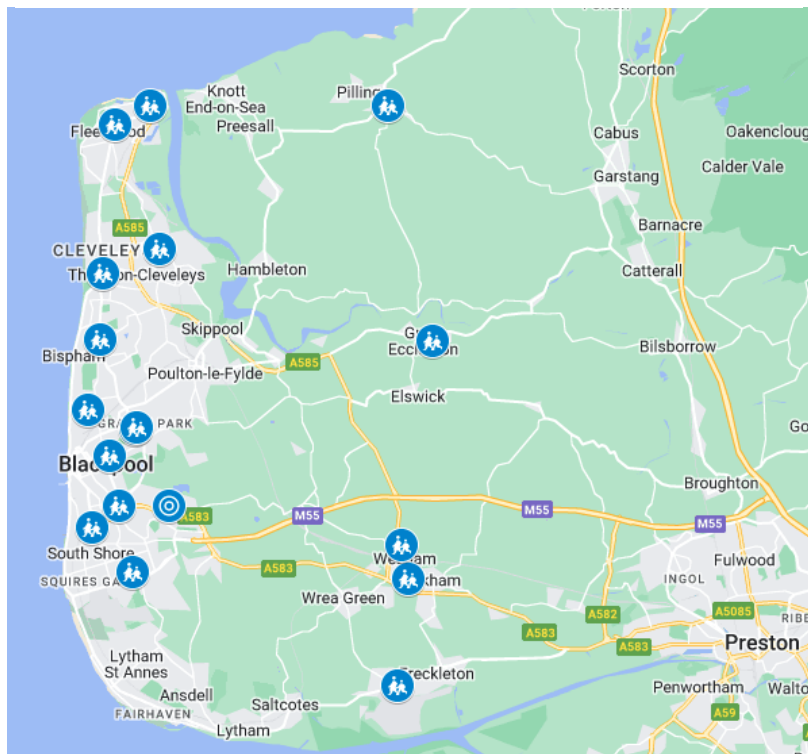
St William's Catholic  
Primary School



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 Linda Vuti, School Business Manager:

Telephone - 01253 874785

or

Email - [enquiries@st-wulstans.lancs.sch.uk](mailto: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: **Friday 16<sup>th</sup> January 2026 - midday**

Shortlisting date: **Monday 19<sup>th</sup> January 2026**

Interview date: **Tuesday 27<sup>th</sup> January 2026**

## **Post Details**

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

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

**Contract: Permanent, Term Time only plus 10 days**

**Hours: 35 per week (Mon – Fri, 8:30am – 4:00pm)**

**Required: As soon as possible**

# Job Description

<b>POST TITLE</b>	<b>Academy Office Manager</b>
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>To manage the day-to-day administrative functions of the Academy to support effective teaching and learning.</li> <li>To act as the first point of contact for parents, visitors, and stakeholders, representing the Academy's values and ethos.</li> <li>To provide support to the Headteacher and senior leadership team in ensuring smooth operational delivery of administrative services.</li> <li>To assist with financial, HR, Health and Safety, Data Management and safeguarding processes under the guidance of senior staff.</li> </ul>
<b>RESPONSIBLE TO</b>	Headteacher
<b>RESPONSIBLE FOR</b>	Administrative staff / Site Supervisor
<b>LIAISING WITH (Working relationships)</b>	Headteacher, Deputy Head, Trust staff and support staff, external agencies and parents/carers
<b>HOURS OF WORK</b>	8.30am – 4pm (Monday to Friday)
<b>PAY GRADE</b>	Grade E – NJC scale points 12 - 17
<b>LOCATION</b>	St Wulstan's & St Edmund's Catholic Academy, Main School Office
<b>DISCLOSURE LEVEL</b>	Enhanced
<b>MAIN/CORE DUTIES</b>	<ul style="list-style-type: none"> <li>Oversee the day-to-day running of the Academy office.</li> <li>Supervise administrative staff and ensure effective support systems are in place.</li> <li>Act as the first point of contact for visitors and parents, ensuring a professional and welcoming environment.</li> <li>Maintain accurate records and ensure compliance with data protection and safeguarding procedures.</li> <li>Support financial processes including ordering, invoicing, and budget monitoring under the direction of senior staff.</li> <li>Administer first aid if required and trained to do so: report health and safety concerns appropriately.</li> </ul>
<b>OPERATIONAL/STRATEGICAL PLANNING</b>	<ul style="list-style-type: none"> <li>Assist in planning and organising administrative systems and procedures.</li> <li>Contribute to the development of office processes to improve efficiency.</li> <li>Support the organisation of extra-curricular clubs and lettings, ensuring necessary checks are completed.</li> <li>Contribute to premises statutory compliance by liaising with contractors, updating The Trust compliance management system and ensuring testing certificates and service deadlines are met.</li> </ul>



# Job Description

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

# Job Description

<b>MANAGEMENT OF RESOURCES OTHER THAN PEOPLE</b>	<ul style="list-style-type: none"><li>• Prepare, maintain, and use resources and data required to meet the business needs of the Academy.</li></ul>
<b>CORPORATE RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Comply with policies related to safeguarding, health and safety, confidentiality, and data protection.</li><li>• Support the ethos and aims of the Academy and contribute to a positive working environment.</li><li>• Attend and participate in relevant meetings and training.</li><li>• Be an active member and representative for the Academy on the Trust School Business Leaders' Network.</li></ul>
<b>OTHER SPECIFIC RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Carry out duties efficiently and effectively.</li><li>• Participate in performance development and training as required.</li><li>• Be alert to unknown individuals on site and report concerns appropriately.</li></ul>
<b>SAFEGUARDING</b>	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.
<b>GENERAL STATEMENT</b>	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.
<b>DATE</b>	

# Person Specification

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

