



RECRUITMENT PACK

Business Support Officer

CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader	3
Business Support Officer	4
Business Support Officer	5
Job Description	5
Job Purpose	5
Main Duties and Responsibilities	5
Business Support Officer	7
Person Specification	7
Business Support Officer	9
How to apply.....	9

WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining one of the schools within the Romero Catholic Academy Trust. I hope you find the information in this recruitment pack both informative and inspiring.

As the CEO of Romero CAT, I am proud of the strength of our school communities and the dedication of our leaders, staff and governors. We are now seeking an exceptional leader who will build on this strong foundation, ensuring that every child in our care receives the best possible education. This is an exciting time to join us; as we continue to grow and develop as a trust, the role of our school leadership is more vital than ever. The position you are applying for will play a central role in shaping the culture, outcomes, and spiritual life of the school community, with the full support of the trust and our shared commitment to excellence.

At Romero CAT, we are guided by the teachings of St Oscar Romero and our values of Faith, Service, Aspiration and Collaboration are at the heart of all that we do. We are looking for a leader who shares these values and who will work with us to provide outstanding Catholic education across our family of schools.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

JOB ADVERT

BUSINESS SUPPORT OFFICER

PERMANENT/ FULL TIME/ TERM TIME PLUS 1 WEEK

37 HPW; 8:00AM – 4:00PM MONDAY – THURSDAY, 8:00AM – 3:30PM FRIDAY

GRADE 5, SCP 6-11 £25,989 - £28,142 FTE [£22,553 - £23,795 PRO-RATA]

RESPONSIBLE TO: SCHOOL OPERATIONS MANAGER

MAIN LOCATION: ST JOSEPH'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

St Joseph's RC Primary School is an aspirational school serving the community of Todmorden in the Diocese of Salford. We are proud of the achievements our pupils have made, through our excellent relationships with one another founded on mutual trust and respect. The school sets high expectations for our pupils regardless of their starting points and our staff work tirelessly to enable pupils to reach their full potential. St Joseph's RC Academy "has a palpable family atmosphere" where "the Catholic ethos runs through the life of the school", *Ofsted April 2024*.

The Board of Directors of the Romero Catholic Academy Trust, together with The Governors of St Joseph's RC Primary School, are seeking to appoint a highly organised, efficient and proactive Business Support Officer who can provide high-quality administration and operational support to the school.

The successful candidate will demonstrate strong organisational, communication and IT skills. You will play a key role in supporting the smooth day-to-day running of the school, maintaining systems and records, and delivering a responsive and effective service to staff, pupil, parents and external stakeholders, while upholding confidentiality and the schools Catholic ethos.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting Mr Sam Newsham on **01706 812948** or STjoseph-Operations@stjosephs.romerocat.com.

Full details are available from the Romero Catholic Academy Trust website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Sunday 12 th July 2026
Shortlisting Date	Monday 13 th July 2026
Interview Date	Wednesday 15 th July 2026

BUSINESS SUPPORT OFFICER

JOB DESCRIPTION

JOB PURPOSE

To work independently under the supervision of the School Operations Manager, on a varied range of tasks which may require the use of some analysis and judgment to complete including, but not limited to, being responsible for co-ordinating, monitoring, and organising administrative and organisational processes for the school.

You will play a vital role in ensuring the smooth running of the school, with responsibility for ensuring that pupils, staff, parents/carers, visitors and all persons who come into contact with the school are dealt with in a friendly and helpful manner.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

KEY DUTIES AND RESPONSIBILITIES

- Welcome visitors in a professional and friendly manner, providing a clean and tidy reception environment.
- To support the School Operations Manager ensuring safeguarding procedures are followed for visitors to include checking identity and DBS information, issuing appropriate badges and passes and ensuring signing in / out is completed correctly.
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher.
- To support the School Operations Manager in maintaining accurate computerised record/information systems (Arbor), including records of children requiring Free School Meals (FSMs) and school census preparation.
- General welfare support, where required, including recording and monitoring of absence and production of
- reports.
- Daily management of attendance and overseeing completion of daily registers including the responsibility for pursuing pupil absence with parents.
- Producing reports and preparation of paperwork on pupil absence to support the promotion of good attendance and reporting of attendance figures to the Headteacher.
- Maintain registers for extra-curricular activities and participation rates for groups of children across the year.
- Support with the school meals ordering function, liaising with the school kitchen and school staff.
- Manage and maintain the school payment system to ensure that communication to parents is available and up to date at all times, including PTA expenditure and income.
- Order, monitor and manage school stationary, supplies and resources, check of incoming deliveries, obtaining prices from suppliers.
- Input purchase requisitions and goods received notes on to the school's financial system.
- Support the School Operations Manager with the school website management and any social media platforms.
- Provide administrative support for the Pupil Admissions process, including in-year admissions, new Reception and Nursery admissions and Secondary School Offers.

- Assist in the communication, organisation and administration of any school activities/event, educational visits and before/after school clubs. Produce weekly communication to parents in the form of a newsletter to both celebrate and inform parents about the school and its events.
- Act in accordance with 'Keeping children safe in education' to report and record any concerns to safeguard children.
- Book training courses and maintain an up-to-date school training record.
- Assist as appropriate in relation to recruitment and selection to support posts in school.

GENERAL RESPONSIBILITIES

- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.
- Be proactive in seeking appropriate advice and guidance when required.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

- This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.
- To undertake other duties as may reasonably be required within the general terms of the job description.

BUSINESS SUPPORT OFFICER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
5 GCSE's including Maths and English Grade C or above	E	A / C
Commitment to continuous personal development including undertaking qualifications in key areas	E	A / C
First Aid training or willingness to complete	E	A / I
Experience		
Experience of working in an administration role in a busy and fast-paced environment	E	A / I
Experience of working in line with policies/regulations/legislation	D	A / I
Experience of working with children or young people	D	A / I
Knowledge, Skills and Abilities		
Ability to make effective use of it (Excel, Microsoft 365 etc)	E	A / I
Ability to maintain strict confidentiality and handle sensitive and confidential information	E	A / I
Flexible attitude to work	E	A / I
Able to prioritise their own workload, working accurately and to deadlines	E	A / I
Excellent people and communication skills and the ability to form and maintain professional relationships	E	A / I
Understanding of data protection (GDPR) and confidentiality	D	A / I
Personal Qualities		
Willing to understand training and development in order to maintain current knowledge	E	A / I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	A / I
Self-awareness and ability to receive, and act upon constructive feedback	E	A / I
Reliability, integrity and resilience	E	A / R
An excellent record of attendance and Punctuality	E	A / R
Commitment to the Trust's ethos and values	E	A / I / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I

Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: May 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

BUSINESS SUPPORT OFFICER

HOW TO APPLY

If you would like to find out more about the position, please contact Mr Sam Newsham on 01706 812948 or STjoseph-Operations@stjosephs.romerocat.com.

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