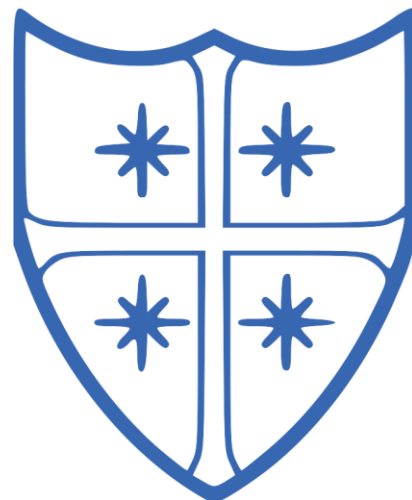


ST CUTHBERT'S CATHOLIC ACADEMY

Administration Assistant Application Pack

SCCA



In kindness and faith we belong

Closing date:
Monday 27th July 2026 - midday

Interview Date:
Wednesday 29th July 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St Cuthbert's Catholic Academy

Dear Applicant,

Thank you for your interest in the role of Administration Assistant at St Cuthbert's Catholic Academy. St Cuthbert'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.

St Cuthbert's is a school with so much potential. We are fortunate to benefit from excellent facilities, including fantastic grounds and buildings, which provide a wonderful environment for teaching, learning and personal development. Situated in the South Shore area of Blackpool, the school serves a vibrant and diverse community of children and families who are at the heart of everything we do.

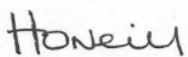
As part of the Parish of the Guardian Angels, our Catholic faith and values underpin school life. We are committed to nurturing every child academically, spiritually and personally, helping them to flourish and realise their God-given potential.

Most importantly, St Cuthbert's is blessed with wonderful children, supportive families and dedicated staff. As we look to the future, we are seeking colleagues who share our ambition, enthusiasm and commitment to making a positive difference in the lives of those we serve.

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.

This is a unique opportunity to be part of developing and shaping the next chapter of St Cuthbert's Catholic Academy. 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,



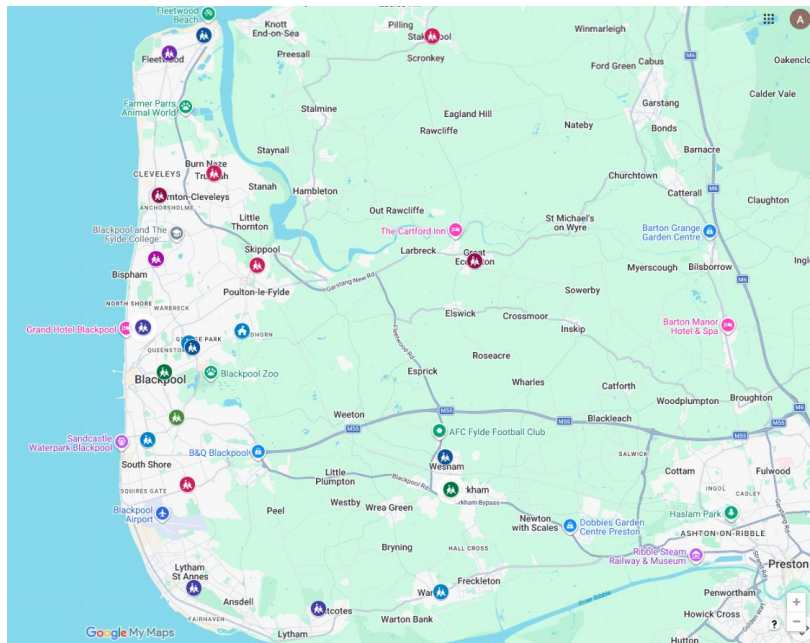
Helen O'Neill
Chief Executive Officer



'In Kindness And Faith We Belong'

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 would like any additional information about the school / role, or would like to arrange a visit to the school, please contact Ann Daly, HR manager:

Telephone - 01253 203260 extension 2200

or

Email – recruitment@bebcmat.co.uk

Application process

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

<https://mynewterm.com/jobs/141115/EDV-2026-SCCA-51666>

Closing date for applications: Monday 27th July 2026 – midday

Interview date: Wednesday 29th July 2026

Post Details:

Grade: NJC pay Grade C – scale points range 5 - 6

Salary: £25, 583.00 to £25,989.00 (pro-rata, pay award pending)

Actual salary: £17,440.00 to £17,716.00

Contract: Permanent, Term Time only

Hours: 30 per week

Start Date: 1st September 2026

Job Description

| | |
|--|---|
| POST TITLE | Academy Administration Assistant |
| JOB PURPOSE | <p>Main Purpose: To provide high-quality administrative, clerical, and customer service support to ensure the efficient operation of the school office.</p> <p>Key Impact: The post holder acts as the first point of contact for pupils, parents, visitors, and external agencies. You will maintain accurate records and provide vital support for attendance, school meals, communications, and general school administration.</p> <p>Systems & Service: This role ensures the smooth running of the school through the effective use of Management Information Systems (MIS), accurate pupil records, and the delivery of excellent customer service.</p> |
| RESPONSIBLE TO | Headteacher/Business Manager |
| RESPONSIBLE FOR | No line management responsibility |
| LIAISING WITH (Working relationships) | <ul style="list-style-type: none"> • Pupils and parents/carers • Teaching and support staff across the school • Trust staff and Governors • Visitors, contractors and Local Authority services • External agencies and suppliers |
| HOURS OF WORK | 30 hours per week, term time only |
| PAY GRADE | Grade C – NJC scale points 5 - 6 |
| LOCATION | St Cuthbert's Catholic Academy |
| DISCLOSURE LEVEL | Enhanced |
| MAIN/CORE DUTIES | <p>Reception and Customer Service</p> <ul style="list-style-type: none"> • Act as the welcoming and professional first point of contact for parents, visitors, pupils, and external agencies. • Receive and direct visitors appropriately, ensuring all safeguarding and visitor sign-in procedures are strictly followed. • Answer telephone calls, handle emails, and manage general enquiries courteously. • Support parents and carers with routine enquiries, signposting them to relevant staff when necessary. • Administer day-to-day pupil sign-in and sign-out procedures <p>Attendance and Admissions Administration</p> <ul style="list-style-type: none"> • Maintain accurate, up-to-date pupil attendance records within the school's MIS. • Complete daily register checks and proactively follow up on unexplained absences in accordance with school procedures. • Record pupil lateness and manage all attendance-related communications with parents. • Generate attendance reports and provide actionable data to school leaders as required. • Support admissions and leavers processes, ensuring student files are transferred and maintained accurately. |

Job Description

MAIN/CORE DUTIES continued

Management Information Systems (MIS) and Data Integrity

- Input, update, and retrieve data efficiently to maintain accurate pupil and staff records.
- Produce routine reports, data extracts, and support statutory returns as required.
- Ensure all records are handled confidentially and remain fully compliant with GDPR requirements.

School Meals and Finance Administration

- Administer daily school meal systems, including recording student choices and managing parental enquiries.
- Process free school meal (FSM) eligibility information and maintain associated records.
- Reconcile meal numbers, liaise with catering providers, and process payments through approved systems.
- Collect and record monies in strict accordance with school financial procedures.
- Process orders, invoices, purchase requests, and assist with petty cash administration as directed

General Administration and Communications

- Undertake word processing, photocopying, scanning, filing, and general document management.
- Prepare and distribute high-quality school communications, including newsletters, forms, and digital correspondence.
- Support effective home-school communication using the school's dedicated digital communication platforms.
- Assist with the organisation of school events, educational trips, and extra-curricular activities.
- Distribute incoming/outgoing mail and support the ordering, receipt, and storage of school supplies

Welfare and Safeguarding

- Provide first-response support for pupils who are unwell or injured, contacting parents/carers appropriately.
- Maintain accurate records relating to pupil welfare and medical needs.
- Adhere strictly to all school safeguarding, confidentiality, and data protection procedures.
- Promptly report any safeguarding or child protection concerns in line with school policy.

Job Description

| | |
|--|--|
| OTHER SPECIFIC RESPONSIBILITIES | <p>The post holder will:</p> <ul style="list-style-type: none">• Work collaboratively as part of the school office team.• Maintain confidentiality at all times.• Promote the school's values and ethos.• Participate in training and professional development.• Undertake other duties appropriate to the grade and nature of the post as reasonably required by the Headteacher or Business Manager. |
| SAFEGUARDING | <p>The Trust is committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p> |
| GENERAL STATEMENT | <p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p> |

Person Specification

ADMINISTRATION ASSISTANT– PERSON SPECIFICATION

The person specification outlines the qualifications, experience, knowledge and skills required to perform the role effectively. Applicants will be assessed against these criteria throughout the recruitment process. The successful candidate will be a professional, organised and approachable administrator with excellent communication and customer service skills, capable of managing a varied workload, maintaining accurate records and contributing positively to the efficient day-to-day operation of the school office.

| Personal Attributes required based on the job description | Essential | Desirable |
|---|--|--|
| <p>Qualifications</p> <ul style="list-style-type: none"> • GCSE Grade C/4 or above in English and Mathematics (or equivalent). • Good standard of literacy and numeracy. • NVQ Level 2 or equivalent | <p style="text-align: center;">✓ ✓</p> | <p style="text-align: center;">✓</p> |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience of administrative and clerical work. • Experience of using Microsoft Office or Google Suite applications. • Experience of maintaining electronic records and databases. • Experience in customer-facing environments, delivering excellent customer service . • Experience of working in a primary school environment • Direct experience using school-specific MIS software (e.g., Arbor, SIMS, Bromcom). | <p style="text-align: center;">✓ ✓ ✓ ✓</p> | <p style="text-align: center;">✓ ✓</p> |
| <p>Skills, Knowledge</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • High level of accuracy and attention to detail • Ability to prioritise workload, multi-task and meet deadlines. • Good organisational skills. • Understanding of confidentiality and data protection (GDPR) requirements • Ability to work effectively as part of a collaborative team. • Knowledge of safeguarding procedures within education | <p style="text-align: center;">✓ ✓ ✓ ✓ ✓</p> | <p style="text-align: center;">✓ ✓</p> |

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