

ST TERESA'S CATHOLIC PRIMARY SCHOOL

Administrative Assistant Application Pack



Closing Date:
Thursday 16th July 2026 - midday

Interview Date:
Tuesday 21st July 2026



Welcome to St Teresa's

Thank you for your interest in applying for the role of Administrative Assistant at St Teresa's Catholic Primary School and Nursery, part of the Blessed Edward Bamber Catholic Multi Academy Trust.

St Teresa's is a one form entry, Catholic School situated in Cleveleys, on the Fylde Coast, north of Blackpool covering the parishes of St Teresa and St John Southworth.

We seek to give our children a first class education enriched by Gospel Values. The most recent Ofsted (December 2017) graded school as 'good' and we are looking for committed and enthusiastic applicants to work in our school as we continue on our journey; consolidating all that is good and moving towards outstanding.

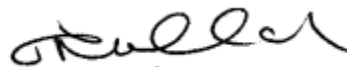
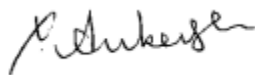
Our Mission Statement guides our work in school and within the community, helping the young people in our care thrive and grow to reach their potential. St Teresa's Catholic Primary School is a Christ-centred, loving and nurturing learning-community. Uniting home, school and Parish, we strive to support, guide and develop the uniqueness of every individual's God-given gifts and talents.

If you would like additional information please contact myself at the school.

St Teresa's Catholic Primary School aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you feel this is the post for you, we look forward to welcoming enquiries from you. Thank you once again for taking an interest in our school and we look forward to hearing from you.

Lynsey Ankers
Headteacher

Cyril Holland
Chair of Governors



We look forward to receiving your application



...from smallest to greatest...

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Administrative Assistant at St. Teresa's Catholic Primary School. St. Teresa's 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.

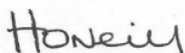
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

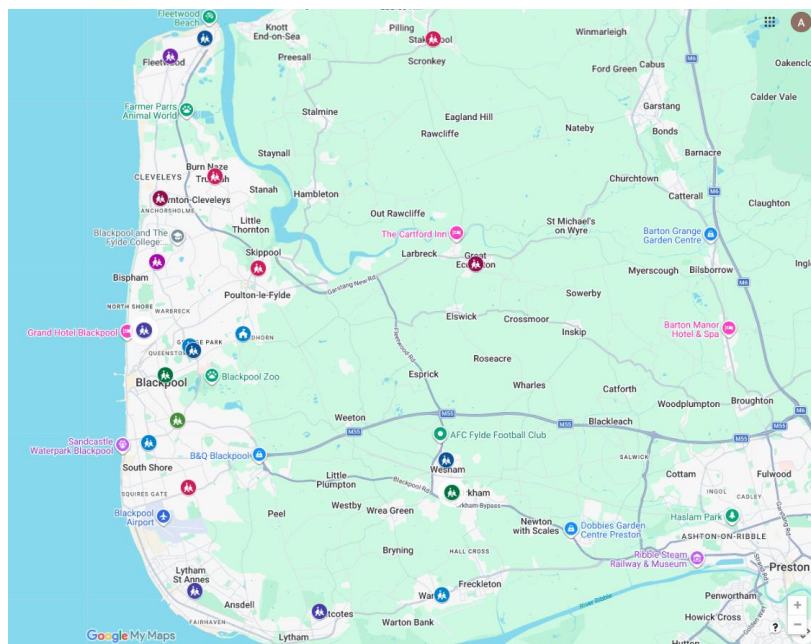
Yours sincerely,



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

Applicants are welcome to visit the school. If you would like to arrange a visit or would like any additional information about the school/role or application process, please contact the school office:

Tel: 01253 852547

Email: admin@stteresasprimary.com

Application process

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

<https://mynewterm.com/school/St-Teresa's-Catholic-Primary-School/149266>

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Post Details

Grade: NJC pay Grade D – scale point range 7 to 11

Full Time Equivalent Salary: £26,403.00 to £28,142.00 (pro-rata, pay award pending)

Actual Salary: £12,315.00 to £13,126.00

Contract: Permanent, term time only plus 5 days

Hours: 20 per week

Start Date: 1st September 2026

Job Description

Administrator 3

Purpose of the role (job statement)

To provide administrative, financial and organisational services to the school under the general direction or guidance of senior staff.

Responsibilities

Key duties:

1. Provide administrative, financial and organisational services to the school within set frameworks;
2. Liaise with other staff, pupils, parents/carers and external agencies;
3. Analyse and evaluate data and information and run reports;
4. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages;
5. Organise meetings and take notes;
6. Process forms, returns, payroll etc., including those to outside agencies;
7. Contribute to the planning and development of administrative procedures and systems;
8. Responsible for the maintenance and updating of records systems;
9. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Respond to reception and visitor enquiries;
2. Organise arrangements for school visits and events;
3. Monitor pupil attendance and run reports;
4. Undertake personnel administration, such as payroll and CRB/ISA checks;
5. Assist with preparing and monitoring the school's budget and financial procedures;
6. Responsible for the selection, ordering, monitoring and storage of supplies within an agreed budget;
7. Assist with marketing and promotion material for the school;
8. Coordinate the administration of school lettings, including the use of school premises;
9. Mentor or supervise administrative staff at lower levels.

Indicative knowledge, skills and experience

- Experience of development, management and operation of administrative/financial systems and procedures;
- National qualifications level 2, GCSEs or relevant experience;
- Experience of dealing with some issues that are more complex, requiring well developed communication skills;
- Analytical skills for monitoring and analysis of attendance data or budgets.

Person Specification

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills/GCSE (or equivalent) Maths and English 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent
Experience	<ul style="list-style-type: none"> • General or administrative experience • Fully competent at using ICT • Confident in use of Google suite and/or Office 365 	<ul style="list-style-type: none"> • Experience of working in an education environment
Skills, Knowledge	<ul style="list-style-type: none"> • Ability to work on own initiative • Positive can-do attitude • Able to build good working relationships with stakeholders • Confident in prioritising day to day workload 	
Personal qualities	<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.

Shortlisting

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