

**Administrative
Assistant
Application
Pack**

ST MARY'S CATHOLIC PRIMARY SCHOOL



Closing Date:
Thursday 1st October 2026 –
midday

Shortlisting date:
Friday 2nd October 2026

Interview Date:
TBC w/c Monday 5th October 2026



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St Mary's

Dear Applicant,

Thank you for showing an interest in the advertised position of Administrative Assistant at our school. This important role is part of our ongoing commitment to delivering the highest standards of education and support to our children, families, and staff. The successful candidate will play a crucial role in ensuring the smooth running of the school office, contributing to the overall efficiency and welcoming environment of our school.

We are a relatively small and close-knit school community, with 164 children currently on roll and a full capacity of 175. Our continued journey of improvement has led to our current ratings of OFSTED Good and DIOCESAN Outstanding. We are proud of our passionate, committed, and supportive staff team, who work tirelessly to ensure our children have the very best opportunities to thrive.

Our children are polite, curious, and creative in their approach to learning. They respond with enthusiasm to the rich and varied experiences we offer. As an Administrative Assistant, you will often be one of the first points of contact for parents, visitors, and other professionals, and it is therefore essential that you are friendly, approachable, and highly professional at all times.

We encourage you to visit our website at <https://www.st-marys-fleetwood.lancs.sch.uk>, where you can find more about our school values, ethos, and the fantastic work going on in our classrooms and across our wider school community.

Our school building, opened in 1995, continues to evolve, with planned improvements each year to enhance the teaching and learning environment. We are situated in a beautiful location just behind the iconic Mount and a short walk from the beach. As a school, we make the most of our unique setting, incorporating our local environment into learning experiences wherever possible.

We are looking to appoint a highly organised, efficient, and personable Administrative Assistant who will become an integral part of our school. You should be confident in managing multiple priorities, able to work independently and as part of a team and demonstrate a strong commitment to maintaining high standards in all aspects of administration and communication. Experience in a school or similar busy environment would be highly desirable.

If you are passionate about supporting a thriving school community and are ready to bring energy, dedication, and a positive attitude to this role, we would be delighted to receive your application.

Yours sincerely,

Ann Kowalska
Headteacher



“Working Together for the Good of Each Other”

CEO Welcome

Dear Applicant,

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

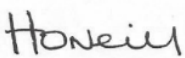
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

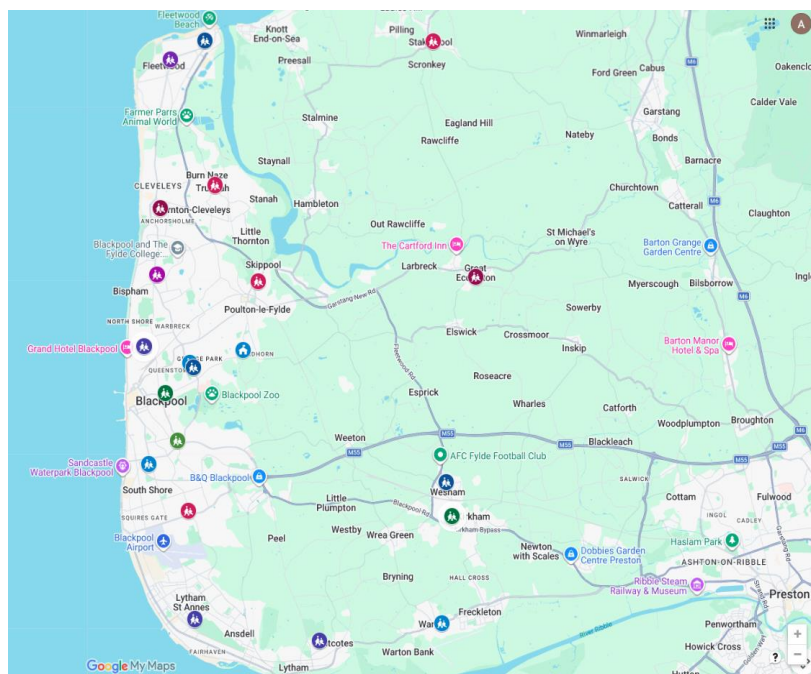
Yours sincerely,



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
	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 the school office:

Telephone - 01253 878445

or

Email - bursar@st-marys-fleetwood.lancs.sch.uk

Application process

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

<https://mynewterm.com/school/St.-Mary's-Catholic-Primary-School,-Fleetwood/151272>

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Post Details:

Grade: Lancashire pay Grade 3, scale point range 3 - 4

Full Time Equivalent Salary: £25,614.00 to £26,016.00

Actual Salary: £14,551.00 to £14,779.00

Hours: 25 per week

Contract: Permanent, Term Time only

Required: As soon as possible

Job Description

Post title: School Business Support Officer 1					
Directorate: CYP Schools				Location:	
Grade:	Grade 3	Staff responsibility:		Essential Car user:	
Scope of Work – appropriate for this post: Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school.					
Accountabilities/Responsibilities – appropriate for this post: Provide routine clerical/administrative support including: 1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics. 2. Routine financial administration, including petty cash, postage, banking etc. 3. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc including related data input. 4. Undertake reception duties including answering telephone and responding to routine queries. 5. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock. 6. General welfare support, where required, including liaison with staff and parents. General 1. To work within school policies and procedures. 2. To contribute to the provision of an effective environment for learning. 3. To support the promotion of positive relationships with parents and outside agencies. 4. To attend skill training and participate in personal/performance development as required. 5. To take care for their own and other people's health and safety. 6. To be aware of the confidential nature of issues.					
Additional supporting information – specific to this post. 					

Person Specification

Administrative Assistant		
Requirements		Essential (E) or Desirable (D)
Qualifications	• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)	E
	• Entitled to live and work in UK	E
	• NVQ level 2/3 in Administration or other secretarial qualification	D
	• First Aid qualification	D
Experience	• Working in a busy office environment	E
	• Working in a school environment	D
	• Experience of working in a customer service environment	D
Knowledge & Understanding	• Good knowledge of and confident using Word and Excel Experience of MS office programs with an aptitude for new IT applications	E
	• A knowledge of SIMS.net	E
	• Understanding of safeguarding	E
	• Understanding of school's ethos and values and ability to support school's Catholic and Christian ethos	E
	• Experience of social media platforms and websites	D
	• Safeguarding training	D
Skills	• Advanced skills in literacy, verbally and written	E
	• Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way	E
	• Recognise the confidentiality of some kinds of information and the need for discretion	E
	• Work effectively and efficiently under pressure	E
	• Problem-solver with a 'can-do' approach	E
	• Excellent organisational skills, with a track record of delivering thorough and methodical performance against targets and deadlines	E

Person Specification

Administrative Assistant		
Requirements		Essential (E) or Desirable (D)
Personal Characteristics	• Adaptable • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focused in pressurised situations • Enthusiastic	E E E E E E
Other (including special requirements)	• Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Satisfactory attendance record/commitment to regular attendance at work	E E E E

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.

