

SCHOOL OFFICE ADMINISTRATOR – COVER COORDINATOR
Grade D Scale point 3-4 £24,796 – 25,185 pa (fte)
Monday to Thursday 7:30am – 3.30pm, Friday 7.30 -3.00pm
(including 30 min unpaid lunch break each day)
THOMAS BECKET CATHOLIC SCHOOL
“CHRIST’S LOVE IS OUR FOUNDATION”

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – St Thomas Becket in Northampton and St Thomas More in Bedford.

St Thomas Becket Catholic School is a successful, comprehensive 11-18 secondary school located in Northampton. We are committed to continuous improvement and driving up standards of attainment and we are ambitious for our students and our staff. We are a Catholic, learning, listening school where it is not enough that children know they are loved, we show them.

Do you want to work in a school rated “**GOOD**” in all areas in November 2022, but also

- That has undergone rapid change?
- Where the culture and ethos of the school is not just a fancy poster in reception, but something that we live and breathe every day?
- With dedicated and caring staff who put the pupils and their learning, growth and personal development first?
- That values staff input, feedback and collaboration as the school moves on our mission to excellence?
- That provides staff CPD to develop their practice and skills both internally but also recognised national qualifications?

If your answer to the above questions is a yes, then please carry on reading this advert. You are just who we are looking for!

The Directors of this successful Catholic Secondary school seek to appoint a confident and motivated Office Administrator. The role is to support the School Operations Coordinator by providing a high-quality administrative support to the school’s Senior Leadership Team and act as the school’s Cover Co-ordinator and be responsible for key administrative processes and reception.

We are looking for someone who is confident, positive and a team player but also able to use their initiative. Be part of the school office administrative team providing a front office reception service to staff, pupils, parents and visitors and to join our amazing school.

Please apply online via My New Term.

Closing date: 5th January 2026

Interviews: tbc

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Please note we reserve the right to close the vacancy earlier if there are sufficient applications.