



Administration Support

Salary Scale: Level 5 (SCP 7-12) Pro rata

Starting salary: £11,235 (FTE: £26,403)

18 hours per week

9.30am – 1.00pm 4 days a week, 9:30am – 1:30pm 1 day a week

(Working hours negotiable for the right candidate e.g. 4.5 hours, 4 days a week).

Start date: 1 September 2026

The successful applicant will be part of our support staff providing administrative support.

Key Duties

- Process invoices and manage orders
- Record and track goods received
- Communicate clearly and professionally with staff, parents, and colleagues regarding work undertaken
- Maintain and update both manual and digital records, including management information systems
- Develop, implement, and maintain effective recording and information systems
- Liaise with staff, pupils, parents/carers, and external agencies
- Monitor uniform stock levels and process orders as required
- Undertake any other administrative duties as required, for example data entry, reprographics, typing, and filing

The successful applicant will

- Experienced in administrative processes and Microsoft systems, including MIS, Word, and Excel
- Have excellent written and verbal communication skills
- Friendly, approachable, and professional in manner

St Thomas More Catholic Academy is an 11–18 mixed Catholic comprehensive school with 1170 students on roll and an excellent reputation across the local community.

Applications are warmly welcomed from all denominations.

Closing Date: Wednesday 8 July 2026 at 9:00am

Interviews are scheduled to take place on Monday 13 July 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). All appointments made are also subject to satisfactory references, medical clearance and Right to Work in the UK.

STM Catholic Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment in line with Keeping Children Safe in Education and the Prevent Duty.

