



ST PATRICK'S CATHOLIC PRIMARY ACADEMY, BIRSTALL

Part of the Blessed Peter Snow Catholic Academy Trust



BUSINESS SUPPORT ADMINISTRATOR

Contract/Hours: Permanent Position of 35 hours a week, term time only + 2 days

Grade: Grade 5 (PCS 5 to 6) (£24,790 - £25,183 FTE)

Start Date: Tuesday 1st September 2026 (or as early as notice allows)

We are seeking to appoint an enthusiastic, organised and highly motivated **Business Support Administrator** to join our dedicated team at our thriving Catholic Primary Academy. Our Catholic Academy is a happy, welcoming and successful community where children, staff, governors and families work together in a spirit of faith, respect and aspiration. We are proud of our strong Catholic ethos and our commitment to providing the very best educational experience for every child.

As the first point of contact for many visitors, parents and stakeholders, the successful candidate will play a key role in supporting the smooth and efficient running of the Academy. The position requires excellent administrative, organisational and communication skills, together with a friendly, professional and positive approach.

We are looking for someone who:

- Has excellent administrative and IT skills.
- Is highly organised, efficient and able to manage competing priorities.
- Has strong interpersonal and communication skills.
- Demonstrates a warm, welcoming and professional manner.
- Works effectively as part of a team and independently when required.
- Shares our commitment to supporting the Academy's Catholic values and mission.

We can offer:

- A happy, caring and supportive working environment.
- Friendly, dedicated and committed colleagues.
- Wonderful children who are eager to learn and achieve.
- Opportunities for continuing professional development
- The chance to make a real difference within a successful and ambitious Catholic Academy.

We warmly welcome applications from candidates who will contribute positively to our vibrant school community and support our vision of enabling every child to flourish academically, spiritually and personally.

Visits to the Academy are encouraged and warmly welcomed – please ring 01924 423220 to arrange.

For further information about the application process, please visit MyNewTerm by clicking the link below:

Closing Date: Tuesday 23rd June at Midday

Interview Date: Wednesday 1st July 2026

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check.