

# ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL

## Administrative Assistant Application Pack



Funded by  
  
Department  
for Education

**English Hubs**  
St John Vianney English Hub



 Diocese of Lancaster  
**Education Service**  
Euntes in mundum

  
Blessed Edward Bamber  
Catholic Multi Academy Trust

Closing Date:  
Friday 26<sup>th</sup> June 2026 - midday

Interview Date:  
Friday 3<sup>rd</sup> July 2026

# Welcome to St John Vianney

Thank you for your interest in applying for the role of Administrative Assistant at St John Vianney Catholic Primary School, a large, vibrant and highly successful two-form entry Catholic school in the heart of Blackpool. With a Nursery, a SEND provision for 16 children with EHCPs, and a proud reputation as one of the town's top-performing schools, we are a community with ambition, heart and a strong sense of purpose.

St John Vianney is a school where children flourish academically, spiritually and personally. Our warm, welcoming atmosphere and strong Catholic ethos shine through everything we do. Children know what it means to be Sincere, Joyful and Virtuous (SJV)—and they live this out each day through excellent behaviour, enthusiasm for learning and a genuine love of school life.

We are seeking to appoint two highly organised and personable Administrative Assistants to provide dedicated support to our English Hub, while also contributing to the smooth running of our busy and welcoming school office. This varied and rewarding role will involve coordinating and managing a high volume of administrative tasks for the English Hub, requiring excellent attention to detail, strong organisational skills, and the ability to work efficiently in a fast-paced environment.

Alongside supporting the English Hub, the successful candidate will provide administrative assistance to the school, including acting as a first point of contact for parents, visitors and pupils, handling telephone and face-to-face enquiries with professionalism and warmth, supporting diary management and appointments for the Senior Leadership Team, and carrying out accurate data entry and general office administration.

We are looking for someone who is approachable, adaptable and proactive, with excellent communication skills and the ability to manage competing priorities effectively. This is an exciting opportunity to play a key role in supporting both the work of the English Hub and the wider school community.

Please contact the school office to make an appointment if you would like to come and look around the school.

Yours sincerely,

Clare Evans  
Headteacher



*“Seeking Growth Together Through Jesus”*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Administrative Assistant at St. John Vianney Catholic Primary School. St. John Vianney 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.

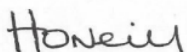
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of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

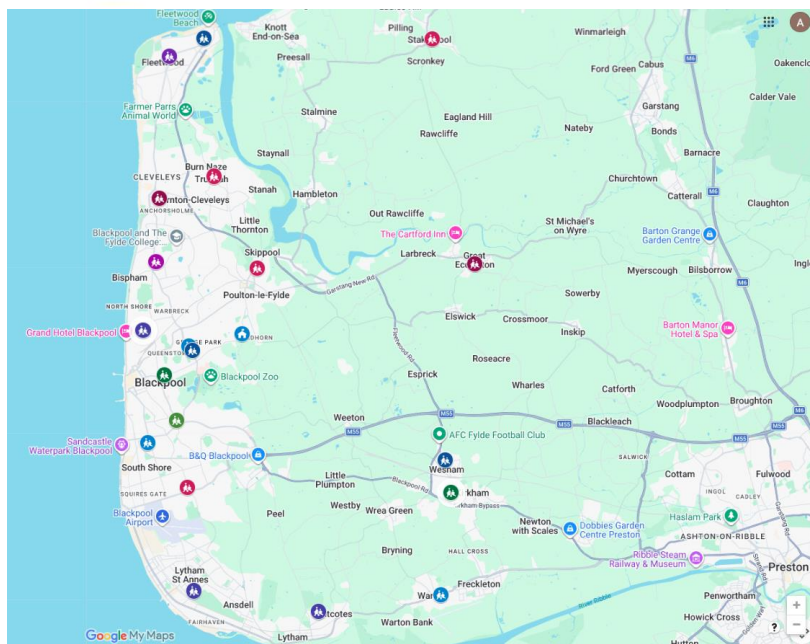
Yours sincerely,



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 you would like any additional information about the school or role, please contact the school office:

Tel: 01253 311248

or

Email: [Danny.johnson@sjvprimary.co.uk](mailto:Danny.johnson@sjvprimary.co.uk)

## **Application process**

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

<https://mynewterm.com/school/St-John-Vianney's-Catholic-Primary-School,-Blackpool/150825>

**Closing date for applications:** Friday 26<sup>th</sup> June 2026 – midday

**Interview date:** Friday 3<sup>rd</sup> July 2026

## **Post Details:**

**Grade:** NJC pay Grade C – scale point range 5 to 6

**Salary:** £25,583.00 to £25,989.00 (pro-rata, pay award pending)

**Contract:** Fixed term due to short term funding until 31/8/2027 to then be reviewed

**Hours:** 35 per week, term time only

**Required:** 1<sup>st</sup> September 2026

# Job Description

## Administrative Assistant

### Main purpose of the role

- To provide administrative and clerical support services to a high standard, supporting management, other office staff, teachers, students and parents in an efficient, positive, professional and effective manner.
- To work within a team, leading on specific areas of responsibility as directed by the English Hub Support Lead.
- To provide flexibility to enable the English Hub to run effectively and efficiently.

### Organisational relationships

- Responsible to the English Hub Support Lead
- Direct liaison with a range of stakeholders including English Hub Leads, teachers, visitors, governors and other BEBCMAT Trust staff.

### Core Duties

- To undertake general administrative tasks such as photocopying, laminating, filing, scanning, word processing/typing, mail merge, computing and information/data services, ensuring functions efficiently meet the needs of the Hub.
- To offer a professional and courteous service to all stakeholders, ensuring all visitors are made to feel welcome and provide hospitality as required.
- Supporting the school office and English Hub as required within the scope of an admin role.
- Support diary management and appointments for the Senior Leadership Team.
- To support the online delivery of CPD and Outreach sessions, including setup of meetings, breakout rooms and attendance.
- To provide administrative support to the English Hub Lead, School Business Lead and the School Admin Team when required.
- To check and distribute orders as appropriate and assist with ordering/storage of supplies.
- To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Leadership Team.

### Organisation

- To proactively support the planning, organising and hosting of events, and providing general assistance with general correspondence and invitations.
- To assist with data and the inputting of information as required.

### Communication

- To assist with the preparation and distribution of communications.
- To respond promptly to any telephone or other messages, and to deal with as appropriate, assisting with any routine queries.

### Finance

- To support finance administration as required, including but not limited to courses and events.

### Recording data

- To assist with the preparation of forms, maintenance of records/registers.

# Person Specification

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills/GCSE (or equivalent) Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General or administrative experience</li> <li>• Fully competent at using ICT</li> <li>• Confident in use of Google suite and/or Office 365</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Positive can-do attitude</li> <li>• Able to build good working relationships with stakeholders</li> <li>• Confident in prioritising day to day workload</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Act with honesty and integrity</li> <li>• Reliable</li> <li>• Enthusiastic and motivated</li> <li>• Flexible attitude to work</li> </ul>	
<b>Other (including special requirements)</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Willingness to work occasionally outside of contracted hours</li> <li>• Satisfactory attendance record/commitment to regular attendance at work</li> </ul>	

# 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.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**