



St. Margaret Ward Catholic Academy Recruitment Pack

Admin Officer/Health & Wellbeing Support Officer

Closing Date: Friday 30th January (noon)

Interviews: TBC

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Admin Officer/Health & Wellbeing Support Officer at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 63 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



Admin Officer/Health & Wellbeing Support Officer job description

JOB PURPOSE

To work as part of the academy office support team to provide administrative support and provide support to students via the Health and Wellbeing office.

KEY RESPONSIBILITES

- To work in positive collaboration with other members of the team, to ensure quality administrative support within the school's main office.
- To provide a professional and personable service both internally and externally.
- To ensure smooth and efficient management of the school's wrap around transport.
- To record careers opportunities for all students.
- To support administration for school trips and monitoring payments.
- To be responsible for the Health & Wellbeing Office including providing and reporting on first aid and supporting students with medical needs. Training as a first aider can be provided.
- Provide cover for pupils and parents in the school reception area and deal with any enquiries.
- To ensure data is kept confidentially and are accurate and readily available.
- To contribute to the organisation of support services systems/procedures/policies.
- To update manual and computerised record/information systems.
- To ensure data is treated as confidential and held in accordance with GDPR.
- To undertake filing and photocopying as required.
- To operate relevant equipment/ ICT packages.
- To assist the school in meeting the academic, pastoral, and other needs of students.
- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake any other duties appropriate to the post.



Admin Officer/Health & Wellbeing Support Officer person specification

Essential/ Desirable	Criteria	Measured by
E E D	Experience <ul style="list-style-type: none"> • Experience of undertaking a range of administrative duties. • Experience of team working. • Experience of acting as a first aider. 	AF/I
E D D D	Qualifications/Training <ul style="list-style-type: none"> • GCSE English and Maths minimum • Demonstrate experience in similar role. • Qualified first aider • Willing to undertake further continuing professional development. • Experience of Arbor (training will be given to the right candidate) 	AF/I
E E E E E	Knowledge/Skills <ul style="list-style-type: none"> • Good listening, oral and literacy skills • Excellent time management with the ability to meet deadlines. • Good knowledge of Office 365, Word, Excel and Arbor together with excellent keyboard skills. • Excellent communication skills. • Ability to work under pressure. 	AF/I
E E E E	Abilities and Skills <ul style="list-style-type: none"> • Ability to prioritise conflicting demands • Ability to maintain strict confidentiality and integrity in all matters. • Able to deal calmly, tactfully and effectively with a range of people. • Requires minimum supervision. 	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Applications should be returned to Mrs Kelly McGough: kmcgough@smwca.org.uk

Key Dates

Closing Date: Friday 30th January 2026 (noon)

Interviews: TBC

As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP
- Family friendly policies, including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

