

# St Kentigern's Catholic Primary School

Administrative  
Assistant  
Application  
Pack



Closing Date:  
Friday 4<sup>th</sup> April 2025 - midday

Shortlisting Date:  
Friday 4<sup>th</sup> April 2025 - midday

Interview Date:  
Friday 11<sup>th</sup> April 2025



# Welcome to St. Kentigern's

Dear Applicant,

St Kentigern's is a happy and successful school with a strong, caring Catholic ethos in the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster. The whole school team is dedicated to achieving the full potential of all its children.

We are looking to appoint an enthusiastic, professional and highly organised person to join our friendly and supportive team. The post holder will be the first point of contact for visitors to the school and the focal point for parent enquiries either face-to-face, by telephone or by email. Excellent administrative, interpersonal skills and a positive disposition are essential.

You should:

- Present a professional yet welcoming and approachable persona to visitors
- Possess excellent communication skills, being able to communicate on all levels
- Deliver a high standard of service to the school community
- Prioritise workload, multi-task and keep calm under pressure
- Be proactive with the ability to work on your own initiative
- Have excellent IT skills, and a willingness to develop IT knowledge further
- Actively encourage and support colleagues

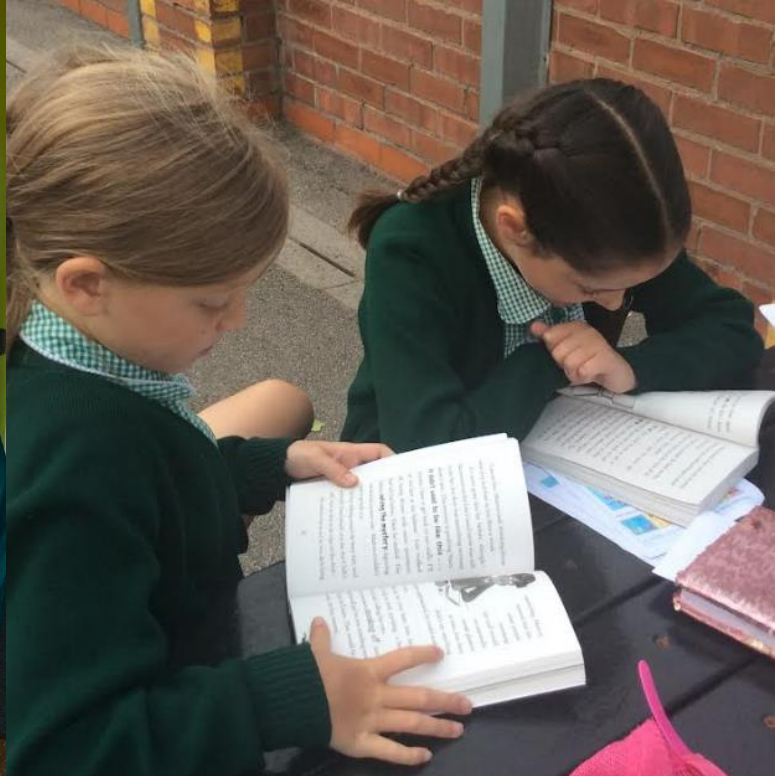
We are a one form entry Catholic Primary school. The successful candidate will contribute fully as an integral part of the St Kentigern's team.

St Kentigern's Catholic Primary School is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS.

You do not need to be Catholic to apply for this role, we welcome applicants from every background.

Yours sincerely,

Christine Murray  
Headteacher



*“Treat others as you would like to be treated”*

# Working at St. Kentigern's Catholic Primary School

St Kentigern's Catholic Primary School is the oldest Catholic primary school in Blackpool. We are a small, busy and friendly school. As a Catholic school, we offer our children the opportunity to grow as young people and encourage them to develop a closer relationship with God in an atmosphere of mutual love and respect. We seek to live out the values of Jesus Christ daily, promoting them by our words and deeds. Jesus told us to "Treat others as you would like to be treated", our school motto and this reminds us every day to go the extra mile for the children within our care.

St Kentigern's is a school we are all proud of, it is a vibrant, positive place that provides a safe and welcoming environment in which to learn. Our children enjoy coming to school, are motivated by their successes and become confident, resilient citizens.

We aim to cultivate first class partnerships with parents and carers, governors, parish and the local community who play such an important part in the life of our thriving school.

Our most recent Section 48 Denominational RE inspection report (November 2021) graded us as Outstanding:

- *St Kentigern's is an outstanding Catholic school which places Christ at the centre of all that it does. It is a very welcoming environment where inclusion is its central goal and shared vision.*
- *The Catholic Life of the school is outstanding and the commitment from the head, the governors, staff, priests and parish laity to support pupils in their prayer life helps them to grow in faith.*
- *The quality of curriculum RE is excellent and pupils are provided with a range of learning opportunities in order to deepen their faith, to understand Catholic traditions and practices, and to make progress in their learning. Pupils enjoy RE lessons and the curriculum provided is very good.*

We are an Ofsted 'Good' school (April 2018):

- *You lead a very welcoming and inclusive school with strong Christian values. You teach pupils to care for others and to follow the school's motto to 'treat others as you would like to be treated'.*
- *In lessons, teachers plan engaging and interesting experiences to support pupils' learning. Through the rich curriculum that you have planned, pupils develop their confidence and their skills across different subject areas.*
- *Pupils behave well and contribute to society through work with charities and taking part in community and parish events.*

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Administrative Assistant at St. Kentigern's Catholic Primary school. St. Kentigern's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is an excellent opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

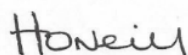
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of 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 for this vital role at an exciting time for St. Kentigern's and the Trust.

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



Sacred Heart  
Catholic Primary  
School



St Bernadette's  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



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 Teresa's Catholic  
Primary School



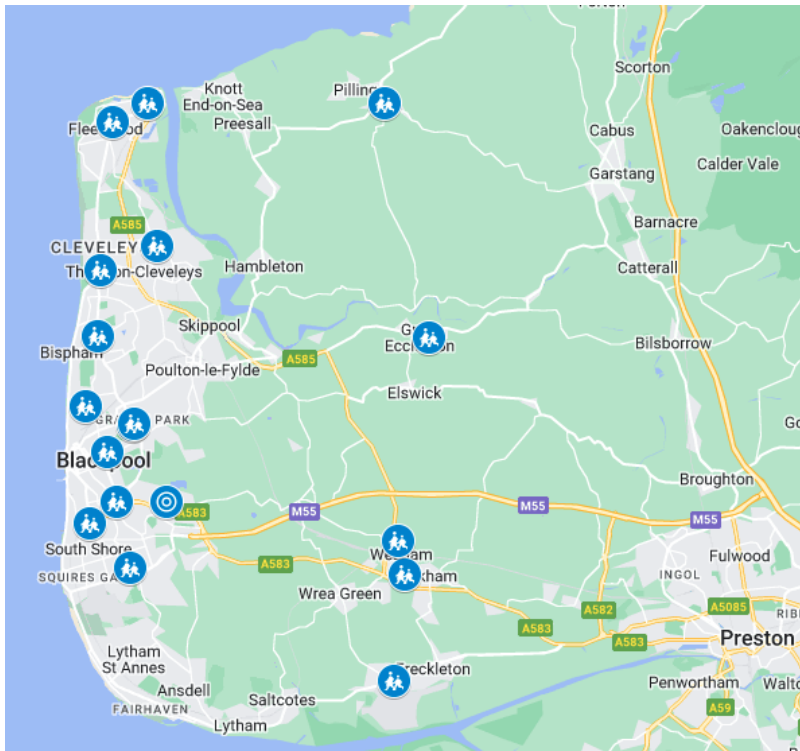
St William's Catholic  
Primary School



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 the role, please contact Christine Murray,

Headteacher:

Telephone - 01253 393302

or

Email - [christine.murray@st-kentigern.blackpool.sch.uk](mailto:christine.murray@st-kentigern.blackpool.sch.uk)

## Application process

Applicants must complete the CES application form.

Please send your completed CES application form (available on the school and Trust website): <https://bebcmat.co.uk/job-vacancies> to [christine.murray@st-kentigern.blackpool.sch.uk](mailto:christine.murray@st-kentigern.blackpool.sch.uk)

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**Shortlisting date:** Friday 4<sup>th</sup> April 2025

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## Post Details:

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

**Salary:** £24,790.00 to £25,183.00 (paid pro-rata)

**Contract:** Fixed term for 12 months

**Hours:** 20 per week, Term Time only

**Start Date:** As soon as possible



# Job Description

## Administrator 2

### Purpose of the role (job statement)

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

### Responsibilities

Key duties:

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment;
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns);
3. Maintain manual and computerised records and management information systems;
4. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Deal with enquiries either by telephone or face-to-face offering information and support and sign in visitors;
2. First point of contact for sick pupils, liaise with parents / carers / staff;
3. Assist with arrangements for school visits and events;
4. Responsible for the selection, ordering and storage of supplies, under direction and selling and distributing as required;
5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash;
6. Provide administrative support for meetings and take notes at meetings;
7. Assist with the administration of school lettings and other uses of school;
8. May handle small amounts of cash (e.g. dinner money, school visits).

### Indicative knowledge, skills and experience

- Experience of general clerical, administrative and financial work;
- National qualifications level 2, GCSE's or relevant equivalent experience;
- Experience of using Microsoft applications and management information systems;
- Good interpersonal communications skills.

**Grade C – SCP 5 – 6**

# Person Specification

<b>Administrator 2</b>		
<b><u>Requirements</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE equivalent grade C in both Maths and English</li> <li>• Knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant qualifications</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Commitment to undertaking relevant training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience within an administrative/customer service role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment, either in an administrative or other role</li> </ul>
<b>Knowledge and skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of ICT software e.g. MS Word/Excel, Google Docs/Sheets etc.</li> <li>• Ability to work as part of a team and individually</li> <li>• Ability to prioritise in a high pace environment</li> <li>• Good interpersonal and communication skills</li> <li>• Good time management and multitasking skills</li> <li>• Ability to work as part of a team and individually</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Knowledge of the concept of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge / experience of using school Management Information Systems (MIS)</li> <li>• Knowledge of how schools operate</li> </ul>
<b>Personal characteristics</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.

