



# **St Nicholas Church of England Primary School**

Recruitment Information and Applicant Pack

Business Support Assistant

October 2025





**Applications are invited for:**

**Vacancy:** Business Support Assistant

**Grade:** C (NJC points 14– 17 pro rata)

**Hours:** 27.5 hours per week

We require the postholder to work each day Monday-Friday, ideally 9am – 3pm with a half hour lunch break, with possible flexibility for a slightly earlier finish. This will be discussed further at interview.

**Contract:** Permanent; term-time only

**Required from:** ASAP

**Closing date:** **Monday 20<sup>th</sup> October** at 12:00 midday

**Interviews:** TBC

For a confidential discussion about the vacancy or to arrange a visit to the school, please contact our Business Manager, via our school office.

Applications should be made on the school's application form accompanied by a supporting letter. The supporting letter to your application should be no longer than two pages of A4 paper and must be clear, concise and relate to the role specification provided at the end of this pack. Your application form must be fully completed and legible.

**Completed applications should be returned for the attention of:**

Miss R Younger – Business Manager  
St Nicholas C of E Primary School  
School Road  
Blackpool  
FY4 5DS

[admin@st-nicholas.blackpool.sch.uk](mailto:admin@st-nicholas.blackpool.sch.uk)

**Dear Potential Applicant,**

Thank you for showing an interest in our current vacancy.

St Nicholas is an outstanding two-form entry primary school in the South Shore area of Blackpool.

Our school is a large primary school with 414 pupils on roll, which draws primarily from the southern wards of Blackpool as well as Lytham and St. Annes. We have 12 classes and a Foundation Stage setting of 60 pupils.

To get a flavour of what our school is all about please visit our website at [www.st-nicholas-blackpool.org.uk](http://www.st-nicholas-blackpool.org.uk)

**Your opportunity**

You have the opportunity to join a supportive and friendly team with a focus on providing the best support we can to our pupils and families.

We are looking for a highly motivated, well-organised and enthusiastic Business Support Assistant to work in our busy school office as part of a hardworking and dedicated team. This is a varied role that requires a strong team player who is flexible and solution-focused.

The over-all focus of the role is to assist in the effective and efficient running of the school office and to act as a first point of contact with the school for parents and others. It will include a range of administration and record-keeping duties including updating our management information system, using our cashless payment system and parent communication app, and updating the school website. Full training on all systems will be given.

**The successful candidate will:**

- Have experience of working in an administrative role and have good numeracy, literacy, IT and communication skills
- Have a pleasant and confident manner in dealing with people from a range of backgrounds
- Be self-motivated and methodical
- Be a team player with high levels of emotional intelligence, resilience and a good sense of humour
- Maintain confidentiality
- Be fully supportive of and committed to our strong Christian ethos and Christian faith

**What our school offers its staff:**

St Nicholas C of E Primary School is a popular school with a strong team ethos. We are committed to providing a safe and inclusive environment for our children to learn in and our staff to work in.

As an employer, we have a focus on staff wellbeing and have a range of services available that our employees can access free of charge, including flu jabs, counselling and menopause support.

We welcome applications from colleagues of all faiths and none, who are supportive of and committed to the Christian ethos of our school.

### **Safer recruitment**

The Governing Body takes safeguarding the pupils of our school very seriously, and to this end, the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The information you provide will be dealt with in a confidential manner in accordance with the DBS Code of Practice.

The successful candidate will also be required to provide documentary proof of identity and qualifications.

**Thank you for considering this vacancy and we look forward to receiving your application.**

**Miss C Taylor**

**Headteacher**

### **Our vision**

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



Role Title	Typically reports to
<b>Business Support Assistant</b>	Line Manager
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711
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	
<p>Key duties:</p> <ol style="list-style-type: none"> <li>1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment</li> <li>2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)</li> <li>3. Maintain manual and computerised records and management information systems.</li> <li>4. Maintain confidentiality and adhere to safeguarding procedures</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Deal with enquiries either by telephone or face-to-face offering information and support and sign in visitors</li> <li>2. First point of contact for sick pupils, liaise with parents / carers/staff</li> <li>3. Assist with arrangements for school visits and events</li> <li>4. Responsible for the selection, ordering and storage of supplies, under direction and selling and distributing as required.</li> <li>5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash</li> <li>6. Provide administrative support for meetings and take notes at meetings</li> <li>7. Assist with the administration of school lettings and other uses of school.</li> <li>8. May handle small amounts of cash (e.g. dinner money, school visits).</li> </ol>	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> <li>• Experience of general clerical, administrative and financial work.</li> <li>• National qualifications level 2, GCSEs or relevant equivalent experience</li> <li>• Experience of using Microsoft applications and management information systems.</li> <li>• Good interpersonal communications skills.</li> </ul>	