

APPLICANT PACK

Business Support Assistant

Our Lady Queen of Martyrs Catholic Primary School

York



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Business Support Assistant at Our Lady Queen of Martyrs Catholic Primary School. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

The Nicholas Postgate Catholic Academy Trust is a family of 38 schools and two Sixth Form Colleges. With more than 12,300 students and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- a) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to macdonald.k@npcat.org.uk by the **closing date, Monday 21st July 2025 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Kerry Macdonald, Trust Business Manager at macdonald.k@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£24,404 - £24,790 pro rata (actual salary: £12,822 - £13,025)
Hours:	22.5 per week, Term Time Only plus 1 Week (Monday - Wednesday)
Contract Type:	Permanent
Location:	Our Lady Queen of Martyrs Catholic Primary School, Hamilton Drive, York, YO24 4JW

We are seeking to appoint a dedicated and highly motivated Business Support Assistant to provide general, HR and financial administrative support across the school under the direction and guidance of the Trust Business Manager.

The role will involve providing routine clerical support, front of house/reception duties, typing/word processing and other ICT based tasks and maintaining manual and computerised records/management information systems.

The successful candidate will:

- Be qualified to NVQ Level 2 or equivalent qualification / have relevant experience
- Have strong numeracy and literacy skills
- Have experience of working in a busy office environment
- Work effectively and constructively as part of a team
- Have strong communication and organisational skills

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in NPCAT

Closing date: Monday 21st July 2025, 9am

Interview: To Be Confirmed

Please refer to the back cover of the applicant pack for details of how to apply.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Business Support Assistant

Grade: C/D SCP 4-5

Responsible to: Trust Business Manager

Job Purpose

To provide general, HR and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Human Resources

To support the Trust Business Manager with a range of administrative HR functions including (but is not limited to):

- Recruitment - assist with interview arrangements, pre-employment checks, setting up new starter records.
- Maintaining personal files - ensuring they are well organised, up to date and stored securely in accordance with data protection rules.
- Ensure HR management systems/records are updated accordingly in a timely manner with any changes.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide routine clerical support to the school e.g. photocopying, filing, completion of standard forms and responding to routine correspondence.
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for school visitors e.g. photographer, school nurse.
- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.

- Sort and distribute mail.
- Operate relevant ICT packages in support of duties (Microsoft, Internet, MIS, Databases).
- To provide personal administrative support to the Headteacher and other nominated leaders e.g. diary management, dealing with correspondence, answering the telephone, photocopying and dealing with initial queries.
- To arrange room booking and hospitality for school based meetings.
- Support at school meetings as required, taking notes to produce an accurate and timely record of business.

Finance, Procurement & Contract Management

- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- To undertake financial and general administration for school activities such as transport, student services, educational visits / other income streams received into the school.
- To produce lists and information as required from management information systems.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Statement and objectives (located on the NPCAT website).
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

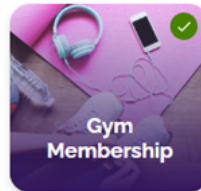
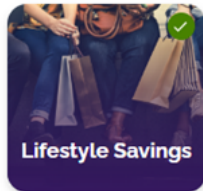
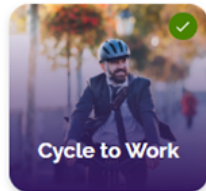
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Business and Financial Support Services may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS - AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	NVQ Level 2 or equivalent qualification in relevant discipline / relevant experience	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Use of relevant office based systems and equipment		
	E5	An understanding of policies and procedures relevant to the role		
	E6	Experience of working in a busy office environment, with strong organisational skills		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
	E9	Strong communication skills, both written and verbal		
	E10	Ability to always maintain the strictest confidentiality and integrity		
Special Requirements	E11	An understanding of the Catholic ethos and values of NPCAT		
	E12	An understanding of safeguarding and child protection requirements		

Why work for us



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form and Recruitment Monitoring Form** to: macdonald.k@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

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

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Kerry Macdonald, Trust Business Manager at macdonald.k@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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