

"We follow in Jesus' footsteps to learn, love, rejoice, grow and forgive together."



St. James' Catholic Primary School



Headteacher: Mr G Hayes
Telephone : 01942 748455

enquiries@admin.orrellsaintjames.wigan.sch.uk
www.orrellsaintjames.wigan.sch.uk

**St. James' Road,
Orrell,
Wigan,
WN5 7AA**

<u>Job Title</u>	School Administration Officer
<u>Location</u>	St James' Catholic Primary School, St James' Road Orrell, Wigan WN5 7AA
<u>Salary</u>	Grade G4 – SCP 5-8 Term Time Plus Two Weeks Salary £25,583 - £26,824 Pro Rata based on 37 hours per week Starting Salary Point: SCP 5 Minimum £ 13.26 per hour – a maximum £13.90

This post is subject to a DBS Disclosure

Required from 1st September 2026

The Headteacher and Governors are seeking to appoint an efficient, enthusiastic and approachable School Administration Officer to work as part of a highly motivated team.

The working hours are 37.5 hours per week, Monday to Friday 8:00am - 4:00pm term time plus two weeks.

The successful candidate will play a key role in the smooth and efficient running of the school office, building good relationships with pupils, parents, staff, Governors and outside agencies. As the first point of contact for parents, carers and visitors to the school, the Administration Officer must be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

The school office is an extremely busy and fast-paced environment, therefore, the ability to self-manage and multi-task, whilst remaining calm, committed, friendly and approachable, is an essential requirement.

Excellent IT skills and the ability to use a variety of software packages including Word and Excel is essential.



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The successful applicant will be required to:

- Ensure that, as part of a team, the school office provides an efficient and effective service.
- Build professional relationships with parents/carers through effective communication skills, answering telephone calls/emails and resolving queries.
- Adhere to the school's practices and policies.
- Arrange reactive work required on site as instructed by the caretaker and/or school staff.
- Assist with financial duties as required, including collection and banking of monies where required.
- Undertake general reception/administration duties and financial tasks, including school meals.
- Undertake communication with parents via school text/email messaging service.
- Always ensure the safety of pupils by having a clear understanding of and the ability to follow, safeguarding measures and procedures.
- Assist with pupil first aid, as necessary, and liaise with parents/carers and staff.
- Be supportive of the Catholic ethos of the school

This is an exciting opportunity for someone looking for a challenging role within a supportive environment.

We offer:

- A welcoming, supportive team of dedicated staff.
- Happy, friendly, motivated children who demonstrate excellent behaviour.
- Supportive Governors who are fully committed to our shared vision.
- Supportive Parents/Carers.
- Clear commitment to continuing professional development.

Application Packs can be obtained as follows:

- **download from the school website www.orrellsaintjames.wigan.sch.uk**
- **via email: enquiries@admin.orrellsaintjames.wigan.sch.uk**

Application forms are returnable to the Headteacher Mr G Hayes at the school. If emailing your application then please email to enquiries@admin.orrellsaintjames.wigan.sch.uk



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Visits to the school are warmly welcomed and encouraged. Please contact the school office to book an appointment at one of the following times:

- Tuesday 7th July at 4 pm
- Wednesday 8th July at 10.30 am

Closing Date: Thursday 9th July 2026 at 23.59

Interviews: Tuesday 14th July 2026 (this will include some unseen tasks and a formal interview)

This post is subject to Enhanced Disclosure Procedures and a Children's Barred List check.

Wigan Council, Liverpool Archdiocese and the School Governing Body are committed to safeguarding and promoting the welfare of children.

