



APPLICANT PACK

School Officer Manager

St Mary's Catholic Primary School

Malton



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of School Office Manager at St Mary's 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 recruitment@npcat.org.uk by the **closing date, Friday 24th October 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 Helen Davenport, Headteacher on 01653 692274.

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:	£31,022 - £32,597 (actual salary: £28,178 - £29,608)
Hours:	37 per week, Term Time Only plus 3 Weeks
Contract Type:	Permanent
Location:	St Mary's Catholic Primary School, Highfield Rd, Malton, North Yorkshire, YO17 7DB

St Mary's Catholic Primary School, part of the Nicholas Postgate Catholic Academy Trust (NPCAT), is seeking to appoint an outstanding Office Manager to join our dedicated team.

This is an exciting opportunity for a highly motivated and organised individual to provide day-to-day operational support across Estates Compliance, HR, Finance, and administrative functions. The successful candidate will play a key role in ensuring the smooth and efficient running of the school office, supporting the Headteacher, the Trust and the wider school community.

St Mary's Catholic Primary School is a welcoming and nurturing school with a strong Catholic ethos at the heart of everything we do. As part of NPCAT, one of the North-East's largest Catholic Trusts with 38 schools and 2 sixth forms, we benefit from strong collaboration, shared expertise, and excellent opportunities for professional development.

The successful candidate will have:

- An NVQ Level 3 or equivalent qualification / relevant experience
- Experience of working effectively in a busy environment with competing priorities and deadlines
- Strong communication skills with the ability to relate well to both children and adults

We can offer:

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

Closing date: Friday 24th October 2025, 9am

Interview date: To Be Confirmed

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

Visits to the school are very welcome. Please contact Helen Davenport, Headteacher on 01653 692274 to arrange an appointment.

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: School Office Manager

Grade: Grade H, SCP 17-20

Responsible to: Head of Business & Financial Support Services

Job Purpose

- To act as the link between the Trust's Central Services team and school leaders in one school.
- To provide operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT's Corporate Services team and to at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.

Finance, Procurement and Contract Management

- To implement and oversee the financial management strategy of the Trust by adhering to the Trust financial regulations.
- Responsible for the completion of month / year end to the management timetable.
- To maintain a school based contracts register and to identify and undertake procurement in line with the financial regulations, liaising with the Procurement manager where necessary. Support the Procurement manager with information on Trust led procurement.
- Maintain a strong working relationship with your Finance Partner, and support with budget monitoring.
- To work with the Exchequer team on resolving school queries.
- To manage the school's payroll in line with deadlines.

Estates and Health and Safety

- To work with your Regional Estates and Capital Manager, communicating with the school on compliance, and capital.
- To act as the main point of contact for external Health and Safety inspections of the school and to oversee with support from the Trust's Estates team. Where required the timely implementation of all agreed actions.

- To oversee and complete the relevant responsibilities on the Trust's compliance system.
- To ensure all risk assessments are in place and collate across the school.
- To comply with Health and Safety policies, statements and procedures report any accidents / incidents hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

Human Resources

- To maintain on a continuous basis the school's Single Central Record, to undertake safer recruitment training as required.
- To be responsible for the pre-employment checks in accordance with the Trust's Recruitment Policy and ensure that personal files within the school are kept up to date.
- To ensure the accurate completion and timely completion of all statutory school workforce returns.
- To be responsible for a small team of business support staff, ensuring the Trust HR policies are adhered to and implemented consistently.
- Maintain a strong working relationship with your school HR Advisor, and support processes where necessary.
- To carry out your duties with full regard to the Trust Equality Policy and objectives.

Governance and Risk Management

- To support the Trust Governance team in ensuring all information is provided to the Local Governing Body for meetings throughout the Trust portal.
- Ensure the school has an Emergency Business Continuity Plan and Risk register and keep them live documents and up to date.

Marketing and Communications

- To develop and maintain excellent working relationships with all key internal and external stakeholders including but not limited to staff, parents, governors, and external agencies.

Administration

- To act as a role model for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To oversee and support the completion and submission of the school census and other statutory returns in accordance with published timescales.
- To maintain and track Nursery funding and in line with the school's Local Authority systems and timescales.
- Support the school with the admissions process and ranking.

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 Line Manager 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

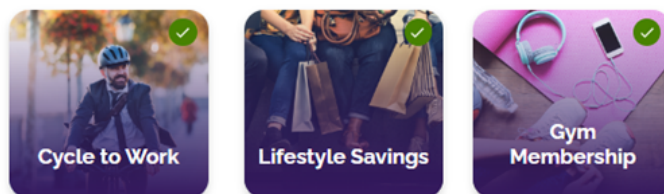
Area	Essential		Stage	Desirable		Stage
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification in a relevant discipline / relevant experience	AF	D1	Evidence of sustained CPD	AF
Experience & Knowledge	E2	Extensive experience of working in an administration environment with specific knowledge of finance, contract management, estates management and HR related issues	AF,I,R	D2	Proven success as a team player	AF,I,R
	E3	Experience of working as part of a team	AF			
	E4	Experience of developing processes/procedures to ensure the effective running of the administrative function	AF,I			
	E5	Experience of working under own initiative with minimal supervision over a broad range of responsibilities	AF,I			
	E6	Financial management and experience of contributing to annual and medium term financial plans that are sustainable while meeting the development needs of the school	AF,I,R			
Skills	E7	Proven ability to use Microsoft packages and MIS systems and to interrogate databases to produce management information	AF,I			

	E8	Excellent numeracy and literacy skills	AF,I,R			
	E9	Proven ability to display attention to detail and to work creatively and innovatively	AF,I,R			
	E10	Proven effective communication skills, with the ability to work collaboratively across the Trust	I,R			
Personal Attributes	E11	Motivation to work to support children and young people	I,R	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities	I
	E12	Ability to respond to sensitive issues with tact, diplomacy and professionalism	I,R			
	E13	Strong people skills with the ability to build and sustain effective working relationships	I,R			
	E14	A high degree of personal motivation and a positive "can do" attitude	AF,I			
Special Requirements	E15	A commitment to the Catholic ethos and values of NPCAT	I			
	E16	Ability to travel to meeting if required	AF,I			
	E17	A knowledge of safeguarding and child protection requirements	I			

Key - Stages at which criteria is tested

AF	<i>Application Form</i>
I	<i>Interview</i>
R	<i>Reference</i>

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: recruitment@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 Helen Davenport, Headteacher on 01653 692274.

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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