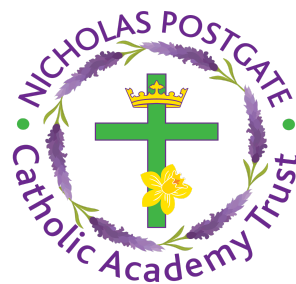




APPLICANT PACK

# Senior Business Support Officer

*All Saints Catholic Secondary School, York*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Senior Business Support Officer. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

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
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to [recruitment@allsaintsyork.npcat.org.uk](mailto:recruitment@allsaintsyork.npcat.org.uk) by the **closing date, Tuesday 5th May 2026, 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 Nicola Rumbolt, Trust Business Manager on 01904 647877.

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

<b>Required:</b>	June 2026
<b>Salary:</b>	£26,824 - £30,024 pro rata (Actual salary £9,548 - £10,687)
<b>Hours:</b>	14.5 hours per week, Term Time Only Plus 3 Weeks ( <i>Thursday &amp; Friday</i> )
<b>Contract Type:</b>	Permanent
<b>Location:</b>	All Saints Catholic Secondary School, Mill Mount, York, YO24 1BJ

All Saints Catholic Secondary School is seeking to appoint an outstanding Senior Business Support Officer to provide general and HR administrative support across the school and serve as key administrative support for the Trust Business Manager. In addition, the role works closely with the Headteacher and other Senior Leadership to ensure clear delivery of school policy and works in internal scheduling for the school.

## The successful candidate will have:

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

## 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: Tuesday 5th May 2026, 9am**

**Interview date: 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. The successful candidate will be required to sign a Catholic Education Service contract.*

# 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:** Senior Business Support Officer

**Responsible to:** Trust Business Manager

**Grade:** F/G SCP 8 - 15

## Job Purpose

- To organise and supervise administration systems in school.
- To provide general, HR and financial administrative support across the school.
- Assist in the development and monitoring of school administration services in school.
- To assist the Trust Business Manager in the supervision of School Business Support Assistants and Finance Assistants.

## Main Responsibilities

### Human Resources

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

- Maintaining the school's Single Central Record (SCR) and HR records - ensuring SCR is accurate, up to date and compliant with statutory guidance and that personal files are well maintained and stored securely in accordance with data protection rules.
- Design, develop and implement HR systems/processes that support HR policies and procedures, ensuring these are correctly followed, monitored and reviewed.
- Recruitment of new employees - interview arrangements, job offer, pre-employment checks, contract and payroll arrangements and setting up new starter records.
- Ensure all new starters, leavers and any contract changes are processed accurately and in a timely manner, including notifying payrolls and updating HR management systems/records accordingly.

- Arrange, support and notetake at various confidential meetings (i.e sickness absence meetings, disciplinary meetings etc.) including taking and distributing notes and other supporting papers.
- To assist the Trust Business Manager in supervising and developing other team members, including work allocation/coordinating tasks.

## Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide general administration support to the school e.g. photocopying, filing, completion of standard forms, responding to routine correspondence, preparing letters, emails and other communications and diary management
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Liaise with school leaders and other support staff to ensure effective service delivery.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for planning and delivering school educational visits.
- Maintain on a timely basis manual and computerised records/management information systems.
- Produce reports/collate information as required e.g. pupil data.
- Undertake research and obtain relevant information to inform school decision making.
- Undertake typing/word processing and other ICT based tasks.
- Sort and distribute mail.
- Provide administrative support in respect of school admissions and exclusions.
- To prepare for approval of school census and other complex or statutory returns i.a.w. published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.
- Act as a clerk to any internal school meetings as required, taking notes to produce an accurate and timely record of business.
- To arrange room booking and hospitality for school based meetings.

## Estates & Health & Safety Management & Governance & Risk Management

- To act in support of the Trust Business Manager in respect of any general administrative duties in the above areas.

- To assist with compliance requirements and ensure deadlines are met for specific activities.
- To assist with the management of premises and facilities, including lettings and building / refurbishment works.

## Finance, Procurement & Contract Management

- To ensure purchase order requisitioning forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account.
- The collation and provision of any information required to support school or Trust led procurement activity.
- To undertake reconciliation and accounting for educational visits/other income streams received into the school.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports i.a.w. agreed timescales for review by the Trust Business Manager.

## Marketing & Communications

- To undertake all required communications with parents on behalf of the school.
- To act as a contact point with the Trust's Marketing & Events team in respect of marketing literature, newsletters and the organisation of whole school/Trust events.
- To take a lead school based role in the marketing and promotion of the school.

## 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 & Financial Support Services may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

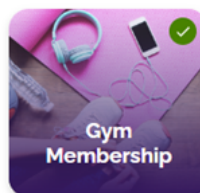
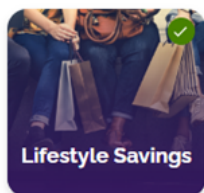
**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

# Person Specification

Stage		Essential		Desirable
<b>Qualifications &amp; Education</b>	E1	NVQ Level 3 or equivalent qualification in a relevant discipline / relevant experience	D1	NVQ Level 4 or equivalent qualification in a relevant discipline
			D2	First Aid qualification
<b>Experience, Knowledge &amp; Skills</b>	E2	Strong numeracy and literacy skills	D3	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation and statutory guidance		
	E5	Ability to design, develop and review systems and to implement improvements as required		
	E6	Extensive experience of working effectively in a busy environment with competing priorities and deadlines		
<b>Personal Attributes</b>	E7	Ability to relate well to both children, adults and other stakeholders and to understand and deal with challenging behaviour	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to demonstrate team working, and effectively communicate and coordinate within the team; understanding school roles and responsibilities and your own position within these		
	E9	Strong written and verbal communication skills.		
	E10	Ability to always maintain the strictest confidentiality and integrity		

<b>Special Requirements</b>	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](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [recruitment@allsaintsyork.npcat.org.uk](mailto:recruitment@allsaintsyork.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 Nicola Rumbolt, Trust Business Manager on 01904 647877.

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.