



St. Bridget's Catholic Primary School



St. Bridget's Lane, Egremont, Cumbria CA22 2BD

Headteacher: Mrs. Suzanne Smith

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Learning to Love, Pray and Grow Together as a Community in the Light of Jesus Christ

Application Information Pack



Part Time Business Administration Assistant



Introduction

Please find attached the Job Advert, Job Description and Person Specification.

Applications should be returned to school by 12 noon, Monday, 27 January 2025.

Emailed applications are preferred; please include your personal email address. Late applications cannot be considered.

Visits to the school are most welcome and can be arranged by contacting Julie Parr on 01946820320 or email admin@st-bridgets-pri.cumbria.sch.uk

Interviews will take place on Monday, 30 January 2025.

References will be taken up prior to interviews, unless you specifically ask us not to.

Contact details for referees should include email addresses.

Thank you for your interest in St. Bridget's Catholic Primary School.

Part Time Business Administration Assistant

Salary Cumberland Council Pay and Grading Structure BS3 SCP 3 - £24,027 (£12.45/hr)

The Governors of St. Bridget's Catholic Primary School wish to appoint a committed, conscientious person to join the school's business administration team. The hours are 20 per week – 8.30am-12.30pm, 39 weeks per year (school term time plus one week in school holidays, as directed by the Headteacher).

The role is varied and will include financial organisation and accounting, procurement, reporting, correspondence and multi-agency liaison.

The successful candidate will be sympathetic to the Catholic ethos of the school, adaptable, resourceful, possess sound understanding of safeguarding, confidentiality and discretion, have confident ICT and numerical abilities and exercise excellent written and spoken communication skills.

Experience of school business administration may be advantageous but is not essential as full training will be provided for the right person.

For more information about this post and to receive an application pack, please email Julie Parr at admin@st-bridgets-pri.cumbria.sch.uk.

Applications close at 12 noon on Monday, 27th January 2025.

Interviews will take place on Thursday, 30th January 2025.

Visits to the school are welcomed and may be arranged by calling Julie Parr on 01946 820320

St. Bridget's Catholic Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. A clear, enhanced DBS check is required for this post as are excellent professional references.



Part Time Business Administration Assistant

Person and Role Information

St. Bridget's Catholic Primary School is an innovative, warm and welcoming school for pupils and staff alike. Its "business" is to provide a rich, varied and all-encompassing education for all its pupils in safe, stimulating, inspiring and caring surroundings. The role of our business team is to facilitate - and work towards removing any barriers to - this aim. This role is extremely varied!

The Role

The "facilitation" aspect of the role will include financial monitoring – generate invoices, recording transactions; producing letters and newsletters; monitoring, ordering and distributing supplies; maintaining accurate pupil and staff records; operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet); communicating effectively - with high standards of spoken and written language – with families, colleagues and outside agencies.

In terms of "removing barriers", duties will include contributing to the safeguarding of all children; promoting and monitoring good levels of attendance and punctuality; liaising with families (and multi-agency support representatives, where appropriate) to overcome obstacles to children's attendance, engagement and progress.

The Person

As well as having the above mentioned high standards of written and spoken communication, the successful candidate will possess good ICT skills, be effectively numerate and have demonstrable organisation and processing abilities. He/she will have sound understanding of safeguarding children and young people and will have due regard to the utmost confidentiality and discretion required when dealing with children and their families. In addition, he/she will have respect for the Catholic ethos of the school, be resourceful, conscientious, committed to providing the best for children, show initiative and loyalty, be a team player and – importantly – have a sense of humour.

Although previous experience in school business administration may be an advantage, we are more interested in your life/work skills and will provide full training for the right person.

The recruitment process will involve DBS checking and the taking up of written and telephone references. **Please note: we will take up references for those invited for interview PRIOR to the interview appointment, unless specifically requested not to. However, an offer of employment will not be made until references are received.** Interviews will include a written task. Applications should be made on the accompanying forms (all must be completed, please) and are preferred in electronic form by 12 noon on Monday, 27 January 2025. Visits to the school are warmly welcomed. To arrange a visit, please call Julie Parr on 01946 820320.

