



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



Job Application Pack

General Administrator



We **Pray**
We **Care**
We **Achieve**



St. Matthew's
Roman Catholic High School

WELCOME TO St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

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Mr A Nightingale
Headteacher





OUR School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element of our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- Safeguarding and child protection
- Online/E-Safety
- Whistleblowing
- Staff Code of Conduct
- Data Protection
- Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





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WHY WORK AT St. Matthew's?



St. Matthew's
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We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



PROUD TO BE
GOOD
IN ALL AREAS

To view our Ofsted report, click
[here ofsted-report-october-2024.pdf](#)

We Pray · We Care · We Achieve



TRAVELLING TO St. Matthew's

North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

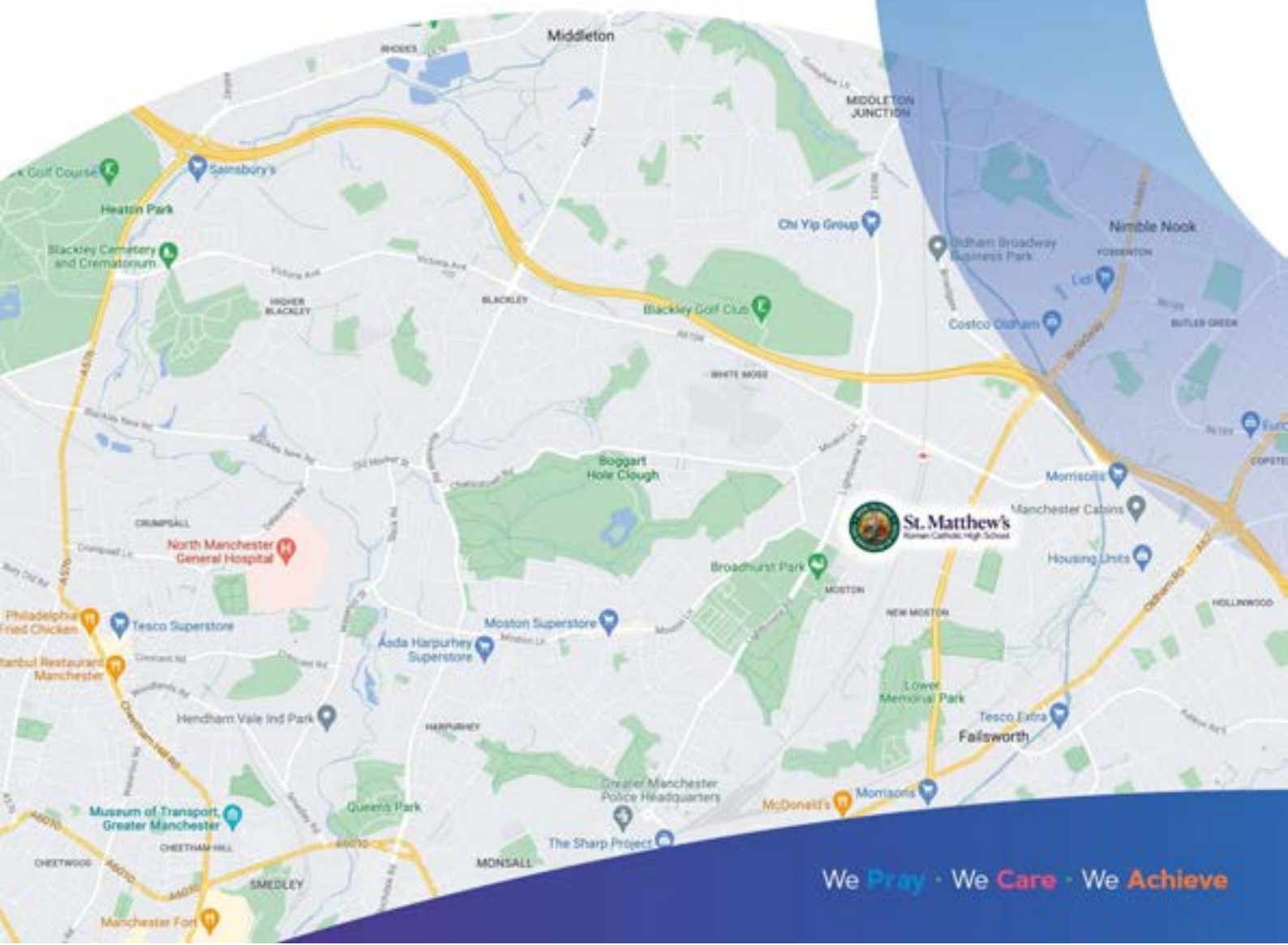
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



General Administrator



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Permanent, term time only + 5 days

Salary: NJC Grade 3, SCP 4-6 (FTE £25,185 to £25,989) actual salary £22,109 to £22,815 per annum

Start date: September 2026

The Governors are looking to appoint an enthusiastic, hard-working, team player, who will join us in the role of a General Administrator.

Main purpose of the job:

We're looking for an organised, proactive and customer-focused member of our administrative team. This is a varied role at the heart of the school's administrative support while acting as a welcoming first point of contact for visitors and external agencies.

You'll play a key role in supporting the day-to-day running of the school. Our administrative processes are efficient, accurate and responsive.

Reporting to: Headteacher's PA

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications: Thursday 16 July 2026 at 9am

Interview date: Monday 20 July 2026

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



JOB



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Description

The job description below gives an insight into the responsibilities of the post of a General Administrator, and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking. The post holder will report to the Headteacher's PA.

Key Responsibilities

Reception and Customer Service

- Welcome visitors and provide a professional, friendly and efficient reception service.
- Respond to telephone, email and face-to-face enquiries from pupils, parents, carers, staff, visitors and external agencies.
- Support pupil welfare, including providing basic first aid (training will be provided where required) and liaising with parents and staff.

Administration

- Provide high-quality administrative support across the school.
- Prepare letters, reports, forms and routine correspondence.
- Maintain accurate records and administrative systems, including pupil information and reports.
- Manage incoming and outgoing post.

Attendance and Pastoral Support

- Support the school's attendance procedures.
- Provide administrative support for pastoral teams.

Resources and Systems

- Use a range of ICT systems and software, including Microsoft Office and school management systems.
- Monitor and order stationery and office supplies.
- Provide advice and administrative support to colleagues, pupils and visitors where appropriate.

Working as Part of the Team

- Plan and manage your own workload effectively to meet deadlines.
- Provide cover for administrative colleagues during periods of absence or increased workload.
- Contribute positively to the wider life and ethos of the school.
- Participate in training and continuous professional development.
- Comply with all school policies relating to safeguarding, health and safety, confidentiality, equality, data protection and security.
- Undertake any other reasonable duties requested by the Headteacher or Line Manager.



KEY



St. Matthew's
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Responsibilities

General

- To actively promote the equalities and diversity agenda in the workplace and in service delivery
- To be familiar with customer care
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others
- Keep abreast of current developments in your area networking with colleagues and professional associations
- Attend and participate in meetings within the school as required
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g., open evenings and media publications
- Appreciate and support the role of other people in the team
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of the pupils.
- Personal commitment to continuous self-development.
- A commitment to school improvement.
- Be willing to consent to and apply for an enhanced disclosure check to the
- DBS (Disclosure and Barring Service) certificate (HSE approved) and provide first aid cover for staff and students.

Wider school responsibilities

- Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the school's Catholic ethos and fulfilment of the School Mission Statement.
- Fulfil any other reasonable duties requested by the Headteacher

Please read this pack carefully. Applications that do not meet the criteria outlined at the start of this advertisement will not be considered. We can only guarantee feedback about the application process to those who are shortlisted for the role.





PERSON Specification

Essential:

- Essential Experience
- Experience in a busy administrative or business support role.
- Experience using a range of IT systems and Microsoft Office applications.
- Experience maintaining accurate records and handling confidential information.
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills, with the ability to build positive relationships with pupils, families, colleagues and external partners.
- Ability to prioritise work and manage competing demands.
- Good literacy and numeracy skills.
- Confident using Word, Excel, databases, email and other digital systems.
- Ability to produce accurate documents and meeting notes.
- Knowledge of administrative processes and office procedures.
- An understanding of confidentiality and data protection.
- Ability to work independently and collaboratively as part of a team.
- Willingness to undertake first aid training.
- records or cash.

Desirable

- Experience working within a school or educational setting.
- Knowledge of school attendance procedures.
- Understanding of the statutory and regulatory framework within education.
- Experience handling financial records or cash.
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Personal Qualities

We're looking for someone who is:

- Friendly, approachable and professional.
- Organised, reliable and self-motivated.
- Flexible and adaptable to changing priorities.
- Calm under pressure and able to use initiative.
- Committed to delivering excellent customer service.
- Inclusive, respectful and committed to equality of opportunity.
- Dedicated to their own professional development and continuous school improvement.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job.





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Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW


Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



Division of  **MANCHESTER**

OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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