



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Job Application pack

Business Administration Apprentice (Level 3)



Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: enquiries@stpatricksrchigh.co.uk
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WELCOME FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Business Administration Apprentice.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne
Headteacher



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Why St Patrick's?

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

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Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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Job Summary

The Governors of St Patrick's RC High School are looking to appoint an excellent enthusiastic Business Administration Apprentice to support and engage with different parts of the school, providing high-quality administrative services

and interacting with internal and external teams.

The successful candidate will contribute to organisational efficiency by supporting functional areas, working across teams and helping resolve issues, while developing transferable skills for future progression into senior or management roles

Apprenticeship Level: Level 3

Duration: 12–18 months

Hours: 8.00 am to 3.00 pm, term time plus 5 days (39 weeks)

Reporting to: School Business Manager

Location: St Patrick's R C High School

Salary: Apprenticeship rate / salary in accordance with the applicable apprenticeship terms.

Start date: 28th September 2026 or as soon as possible after.

Closing Date: 25th September 2026.

Interview Date W/C 28th September 2026.

The role will provide structured workplace experience alongside study towards the Level 3 Business Administrator apprenticeship standard.

- Be enthusiastic about developing a career in business administration.
- Be organised, reliable and willing to learn.
- Have good communication skills and be able to work professionally with a range of people.
- Be willing to develop confidence using IT systems and data.
- Take responsibility for their own learning and performance.
- Be committed to safeguarding, confidentiality and the values and ethos of the school.

All applications must be submitted via the Greater Jobs website or via the TES online job board. 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. The successful applicant will be required to complete an enhanced DBS check.

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Job Description

Key Responsibilities

Administrative Support

Deliver efficient, accurate administrative services across the school.

Produce and maintain records and documents including emails, letters, reports, proposals, files, payments and databases.

Handle confidential information in line with organisational policies and data protection requirements.

Communication & Customer Engagement

Communicate effectively with colleagues, students, parents and suppliers using appropriate channels (face-to-face, telephone and email).

Represent the school professionally when responding to enquiries.

Support meetings and events, including organising logistics, taking minutes and maintaining action logs.

IT & Data Management

Use a range of IT systems to create documents, analyse data, manage records and support financial processes.

Update databases and produce basic data analysis where required.

Planning, Organisation & Projects

Manage own workload and priorities to meet deadlines.

Support and, where appropriate, lead small projects using basic project management principles.

Manage resources such as equipment, facilities, travel and accommodation.

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Continuous Improvement & Quality

Complete tasks to a high standard and proactively identify opportunities to improve processes.

Apply problem-solving skills to address issues and support service improvement.

Share best practice and support colleagues where appropriate.

Professional Development

Take responsibility for own learning and performance throughout the apprenticeship.

Work towards successful completion of the Level 3 Business Administrator apprenticeship standard.

General Responsibilities

Comply with school policies and procedures, including safeguarding, confidentiality, health and safety and data protection.

Contribute to the overall ethos, work and aims of the school.

Participate in relevant training, meetings and development activities as required.

Undertake other reasonable duties consistent with the role and level of the apprenticeship.

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Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis for shortlisting and ultimately appointing the successful applicant. Applicants should demonstrate how they meet the essential criteria in their application.

Category	Criteria	Essential / Desirable
Knowledge & Understanding	Understanding of the importance of administration within a school.	Essential
	Awareness of organisational policies, procedures and confidentiality.	Essential
	Basic understanding of business principles, including customer service and teamwork.	Essential
Skills	Good written and verbal communication skills.	Essential
	Ability to use IT systems effectively, e.g. word processing, email and spreadsheets.	Essential
	Strong organisational and time-management skills, with the ability to prioritise tasks.	Essential

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	Problem-solving skills and sound judgement, with willingness to seek guidance when needed. Ability to build positive working relationships with colleagues and stakeholders.	
Behaviours & Personal Qualities	Professional, reliable and punctual, with a positive attitude. Demonstrates integrity, respect and commitment to equality and diversity. Proactive, self-motivated and willing to learn. Adaptable and able to manage changing priorities. Takes responsibility for own performance and responds positively to feedback.	Essential Essential Essential Essential Essential

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Criteria	Essential	Measured by
Qualifications / learning	Willingness and ability to work towards successful completion of the Level 3 Business Administrator apprenticeship standard.	Application / Interview
Communication	Ability to communicate effectively with colleagues, students, parents and suppliers, using appropriate channels.	Application / Interview
Organisation	Ability to manage workload and priorities, meet deadlines and maintain accurate records.	Application / Interview
IT & data	Willingness and ability to develop competence using IT systems, databases and document-management tools.	Application / Interview
Teamwork	Ability to work constructively with colleagues and support the wider work of the school.	Application / Interview
Customer service	Professional and courteous approach when responding to enquiries and dealing with internal and external stakeholders.	Application / Interview

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Confidentiality	Understanding of the importance of confidentiality and handling information appropriately.	Application / Interview
Personal qualities	Reliable, enthusiastic, willing to learn, able to take responsibility for own development and committed to high standards.	Application / Interview
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people.	Application / Interview

Safeguarding and Equality

St Patrick's R C High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to appropriate pre-employment checks, including safeguarding checks.

The school is committed to providing an inclusive workplace where staff feel valued and trusted, and where collaborative working, diversity, inclusivity and wellbeing are central to the working environment.

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