



**HOLY FAMILY**  
Catholic Academy



**St Joseph**  
Catholic Multi Academy Trust

**Candidate Information Pack**

# **Business Support Officer**



**Required from September 2026**

**Wigan Street, Platt Bridge, Wigan, WN2 5JF**

**[www.holyfamilywigan.co.uk](http://www.holyfamilywigan.co.uk)**

**Telephone: 01942 704148**

June 2026



# Business Support Officer

Required from September 2026

Permanent, term time plus 1 week, 37 hours per week

Salary Range NJC SCP 12–20 (£28,598 – £32,597 per annum, pro rata)

Local Government Terms and Conditions and Pension Scheme

## A pivotal role at the heart of our school

Holy Family Catholic Academy is a welcoming and vibrant school dedicated to providing a safe, supportive and inspiring environment for our pupils and staff. As part of our continued development, we are strengthening our business support function and are seeking an experienced and motivated **Business Support Officer** to lead and shape our administrative provision.

This is a key role within the school, offering the opportunity to take ownership of systems, lead a small team, and ensure that our operational services are efficient, compliant and high performing.

## About the role

Reporting to the Headteacher, you will lead the day-to-day running of the school office and ensure that all administrative systems and processes operate to the highest standard.

You will:

- Lead and coordinate the school's administrative function, ensuring efficient daily operations
- Line manage and support administrative staff, including a Business Support Assistant
- Oversee pupil data, attendance and Management Information Systems (MIS)
- Ensure compliance with safeguarding, data protection (GDPR) and statutory requirements
- Act as the school's Data Protection Lead
- Coordinate finance and HR administrative processes in liaison with central Trust teams
- Produce reports and analysis to support school leadership and decision-making
- Drive continuous improvement across all administrative systems and processes
- This is a varied and influential role where your work will directly support the success of the whole school.

## What we're looking for

We are seeking a highly organised, professional and proactive individual who:

- Has significant experience in a busy administrative environment
- Has supervisory or leadership experience
- Demonstrates excellent organisational and time management skills
- Has strong ICT skills, including Office 365 and MIS systems (e.g. SIMS or Arbor)
- Can analyse data and maintain accurate, compliant systems
- Communicates effectively with a wide range of stakeholders
- Is able to manage competing priorities and work under pressure
- Is committed to safeguarding, confidentiality and high standards

## What we offer

- **Flexible working arrangements** – we're happy to discuss how we can make the role work for you
- **A supportive and collaborative working environment**, where your contribution is valued
- **Opportunities for professional growth and career development** within a strong Trust network
- **The chance to contribute to a team that is shaping the future of education**
- A welcoming and inclusive Catholic school community
- Access to Local Government Pension Scheme and employee benefits

# Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph CMAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.



# Our Mission Statement

## Love, Live, Learn

At Holy Family, we love Jesus and each other, live life to the full and learn with joy and spirit.

Our Aims:

- To live and love as a Christian family inspired by the values of Jesus.
- To nurture every aspect of the individual, encouraging them to aspire, flourish and learn.
- To encourage a strong partnership between home, school and the wider community.



# Timeline and Application Information

We are part of a Catholic MAT and require candidates to support our Mission and values with 'Christ at the Centre', however, candidates do not need to be a practising Catholic. You are strongly advised to visit our website for further information about our academy: [www.holyfamilywigan.co.uk](http://www.holyfamilywigan.co.uk) and the Trust website: [www.sjcmat.co.uk](http://www.sjcmat.co.uk)

We also invite you to arrange a visit to the academy to meet the team – please contact the school on 01942 704148 to book a tour.

## Closing date

Completed applications should be returned no later than **Monday, 13 July at 9am**

## Interview

Interview dates will be confirmed with successfully shortlisted applicants.

## How to apply

Please complete the online application form. The supporting statement in your application should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

If you have any queries about the application process, please contact the academy.

