



HOLY FAMILY
Catholic Academy



St Joseph
Catholic Multi Academy Trust

Candidate Information Pack

Administration Assistant



Required as soon as possible

Wigan Street, Platt Bridge, Wigan, WN2 5JF

www.holyfamilywigan.co.uk

Telephone: 01942 704148

November 2025



Administration Assistant

Required as soon as possible

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

Salary Range NJC SCP 3-5 / £24,796 to £25,583 per annum, pro-rata

Local Government Terms and Conditions and Pension Scheme

Holy Family Catholic Academy is a welcoming and vibrant school dedicated to providing a safe, supportive, and inspiring environment for our pupils and staff. We are seeking a professional and enthusiastic Administration Assistant to join our dedicated team and support the smooth running of our school office.

As an Administration Assistant, you will play a key role in ensuring the effective day-to-day administration of the school. You will provide vital support to staff, pupils, and parents, helping to maintain excellent communication and efficient organisational processes across the school.

This is an exciting opportunity for someone who is organised, approachable, and eager to develop their skills in a busy educational environment. As part of this role, you will have the opportunity to work towards completing either a Level 2 or Level 3 Business Administration apprenticeship, gaining valuable qualifications and hands-on experience to support your professional growth.

Key Responsibilities:

- Provide administrative support to the school office, senior leadership team, and staff
- Handle telephone and email enquiries in a professional and welcoming manner
- Maintain accurate records, files, and databases in line with school policies
- Assist with pupil attendance records and the preparation of correspondence or reports
- Support coordination of school events, meetings, and communications with parents and visitors
- Process incoming and outgoing mail and deliveries efficiently
- Help maintain a well-organised, efficient, and friendly office environment
- Undertake other administrative duties as required to support the smooth running of the school

Our warm and friendly atmosphere makes our academy a great place to learn, where children feel safe and develop into responsible young adults. We also benefit from strong relationships within the Trust and wider community including the local parish.

As part of St Joseph Catholic Multi Academy Trust, we are dedicated to providing a world-class Catholic education, focused on academic excellence, creativity, and community spirit. We are looking for an apprentice who shares our passion for education and is excited to be part of our dynamic and forward-thinking team.

What we offer

- Flexible working arrangements – we're happy to discuss how we can make the role work for you
- A supportive and collaborative work environment, with plenty of opportunities for professional growth and development
- The chance to contribute to a team that is shaping the future of education
- Full support to complete your Level 2 or Level 3 Business Administration apprenticeship and gain valuable skills and experience

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 and the Trust website: www.sjcmat.co.uk

We also invite you to arrange a visit to the academy to meet the team – please contact Jacqui Bradshaw, Acting Headteacher, on 01942 704148 to book a tour.

Closing date

Completed applications should be returned no later than **Monday, 8 December at 9am.**

Interview

The provisional interview date is Tuesday, 16 December. 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.

