

Job Advert

Required:	November 2026
Salary:	£25,185 - £25,583 pro rata (actual salary: £8,821 - £8,961)
Hours:	15 per week, Term Time Only plus 1 week
Contract Type:	Maternity Cover for up to 1 year
Location:	St Patrick's Catholic College, Baysdale Rd, Thornaby, Stockton on Tees, TS17 9DE

We are seeking to appoint a dedicated and highly motivated Business Support Assistant to provide general, HR and financial administrative support across the school under the direction and guidance of the Trust Business Manager.

The role will involve providing routine clerical support, front of house/reception duties, typing/word processing and other ICT based tasks and maintaining manual and computerised records/management information systems.

The successful candidate will:

- Be qualified to NVQ Level 2 or equivalent qualification / have relevant experience
- Have strong numeracy and literacy skills
- Have experience of working in a busy office environment
- Work effectively and constructively as part of a team
- Have strong communication and organisational skills

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in NPCAT

If you would like any further information or to arrange a visit to the school, please contact Trust Business Manager, Wendy Kendal on 01642 613327 or email recruitment@stpatricks.npcat.org.uk

Closing date: Monday 19th October 2026, 9am
Interview: To be confirmed

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Business Support Assistant

Grade: C/D SCP 4-5

Responsible to: Trust Business Manager

Job Purpose

To provide general, HR and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Human Resources

To support the Trust Business Manager with a range of administrative HR functions including (but is not limited to):

- Recruitment - assist with interview arrangements, pre-employment checks, setting up new starter records.
- Maintaining personal files - ensuring they are well organised, up to date and stored securely in accordance with data protection rules.
- Ensure HR management systems/records are updated accordingly in a timely manner with any changes.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide routine clerical support to the school e.g. photocopying, filing, completion of standard forms and responding to routine correspondence.
- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for school visitors e.g. photographer, school nurse.
- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Sort and distribute mail.
- Operate relevant ICT packages in support of duties (Microsoft, Internet, MIS, Databases).

- To provide personal administrative support to the Headteacher and other nominated leaders e.g. diary management, dealing with correspondence, answering the telephone, photocopying and dealing with initial queries.
- To arrange room booking and hospitality for school based meetings.
- Support at school meetings as required, taking notes to produce an accurate and timely record of business.

Finance, Procurement & Contract Management

- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- To undertake financial and general administration for school activities such as transport, student services, educational visits / other income streams received into the school.
- To produce lists and information as required from management information systems.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Statement and objectives (located on the NPCAT website).
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Business and Financial Support Services may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	NVQ Level 2 or equivalent qualification in relevant discipline / relevant experience	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Use of relevant office based systems and equipment		
	E5	An understanding of policies and procedures relevant to the role		
	E6	Experience of working in a busy office environment, with strong organisational skills		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
	E9	Strong communication skills, both written and verbal		
	E10	Ability to always maintain the strictest confidentiality and integrity		
Special Requirements	E11	An understanding of the Catholic ethos and values of NPCAT		
	E12	An understanding of safeguarding and child protection requirements		