



# The Wythenshawe Catholic Academy Trust

Journeying together with Jesus Christ, we learn to love and love to learn.

## Administration Officer – Admin/Finance

**Role:** Administration Officer – Admin/Finance

**Salary:** Grade 4 scp 7 – 11 pro rata of £20,092 - £21,748 per annum

**Hours:** Full Time – 35 hours per week. 39 weeks during the school term time

**Required:** February 2022

**Contract:** Permanent

**Closing Date:** Friday 14<sup>th</sup> January 2022 at 12 noon

**Shortlisting:** Monday 17<sup>th</sup> January 2022

**Interviews:** Monday 24<sup>th</sup> January 2022

The Wythenshawe Catholic Academy Trust wishes to appoint an Administration Officer to work at Ss John Fisher & Thomas More Catholic Primary School<sup>1</sup> who will also collaborate with colleagues at other schools within the Trust.

### The successful candidates will:

- Have experience of general clerical administrative work
- Have good numeracy and literacy skills
- Have effective written and communication skills to liaise with a wide range of people at all levels
- Have the right personal values, attributes and interpersonal skills
- Be able to work in successful partnership with all stakeholders and support the Trust's vision

### We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from three other schools in this forward thinking Catholic multi-academy trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%
- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training.



- A range of employee benefits which support your well-being that includes:
  - A confidential Employee Assistance Programme which is extended to members of your family
  - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
  - Flu vaccination clinics
  - Eyecare Vouchers

Prospective candidates are warmly invited to visit the school and meet with a member of the senior leadership team. Please contact Mrs Austin on 0161 998 3422 or e-mail: [c.austin@st-johnfisher-st-thomasmore.manchester.sch.uk](mailto:c.austin@st-johnfisher-st-thomasmore.manchester.sch.uk) to make arrangements.

If you would like to apply for the position, application packs are available from the Trust's website: [www.wcatrust.info](http://www.wcatrust.info). You should complete the CES Support Staff Application Form and return it by e-mail to Mrs Andrea Sweeney HR Manager at [andrea.sweeney@wcatrust.co.uk](mailto:andrea.sweeney@wcatrust.co.uk). You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

The Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

The Wythenshawe Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references and will be exempt from the provisions of the rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

It is not a requirement of this role to be a practising Catholic and therefore, applications are invited from individuals committed to supporting the Catholic ethos of the school.

CV's and agency referrals will not be accepted

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<sup>i</sup> Please note that whilst the successful candidate will be appointed to a particular school within the Trust in the first instance, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.