



Recruitment Pack

Office Administrator

St Margaret Ward Catholic Academy

Closing Date: Friday 12th July 2024 (noon)

Interviews: Wednesday 17th July 2024

A Message from the Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in the position of PA to the Principal / SLT at St Margaret Ward Catholic Academy which forms part of the Newman Catholic Collegiate in North Staffordshire. I am delighted to have this opportunity to introduce myself, to give some details about our Collegiate and to describe the kind of candidate we hope to appoint to this position.

Our Collegiate currently consists of nine Catholic academies, eight primary and one secondary:

- St Margaret Ward Catholic Academy (Secondary)
- Our Lady & St Benedict Catholic Academy
- St John the Evangelist Catholic Academy
- St George & St Martin Catholic Academy
- St Joseph's Catholic Academy
- St Mary's Catholic Academy
- Our Lady of Grace Catholic Academy
- St Wilfrid's Catholic Academy
- St Peter's Catholic Academy

As a Catholic group of academies, the basis of our mission is to value and respect every person as an individual made in the image of Christ.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Senior Executive Leader



Growing Together for Life

The Newman Catholic Collegiate is a group of nine schools that believe through collaboration we can grow together to improve each and every individual. Whilst each of our schools is unique, we know that by growing together we are able to offer the highest quality Catholic education for children aged 2 -19, centred on the teachings of Christ.

Our collegiate:

- Ensures that transition is smooth, meaning that children are able to start high school knowing the school and staff and the staff know them.
- Shares best practice across all our schools meaning that all children benefit from the best possible experiences.
- Works closely together to ensure we provide the best quality Catholic education to all of our children.
- Offers an inclusive environment that welcomes and celebrates the uniqueness of everyone.
- Works closely with ITT (Initial Teacher Training) providers to ensure we are growing our own Catholic teachers and leaders of the future.
- Supports each other to improve outcomes for all the children we serve.
- Benefits from a high-quality central team ensuring we always get value for money and economies of scale meaning our money goes further.
- Studies the latest educational research meaning the actions are evidence based and impact on pupil outcomes.
- Ensures we develop the character of our children as we believe that to be the best you need to see the best.
- Values our staff.
- Is committed to supporting the Diocesan vision and merge with our two other local MACs so we form a strong, larger MAC at the heart of our Catholic communities.

Our collegiate aim is for all of our children to start in one of our Nurseries and spend seventeen years of their lives 'Growing Together for Life'

Vision

By growing together:

- Our priority is to help students to know Jesus Christ, his mission and his Gospel, which forms our way of living.
- We commit to work together so that each academy, respecting its own unique character, will offer an outstanding Catholic education to all.
- Our shared vision of life respects the uniqueness of all students. We will know one another, offering each other encouragement and active support.
- We support our families, engaging them in their parish communities, and offering them unconditional love, so that they may achieve their potential and live life in its fullness.
- We commit to serving our communities through charitable outreach and commitment to inclusivity.

Our Values

Our core values are based on the beatitudes

“Blessed are the poor in spirit, for theirs is the Kingdom of heaven”

Values: Faithfulness & Integrity

“Blessed are those who mourn, for they shall be comforted”

Values: Dignity & Compassion

“Blessed are the meek, for they shall inherit the earth”

Values: Humility & Gentleness

“Blessed are those who hunger and thirst for righteousness, for they shall be satisfied”

Values: Truth & Justice

“Blessed are the merciful, for they shall obtain mercy”

Values: Forgiveness & Mercy

“Blessed are the pure in heart, for they will see God”

Values: Purity & Holiness

“Blessed are the peacemakers, for they shall be called children of God”

Values: Tolerance & Peace

“Blessed are those who are persecuted for righteousness’ sake, for theirs is the kingdom of heaven. Blessed are you when they insult you and persecute you and utter every kind of slander against you because of me. Be glad and rejoice for your reward is great in heaven; they persecuted the prophets before you in the very same way”

Values: Service & Sacrifice

Our Ambition

Our ambition is:

- To ensure all our schools are judged outstanding in all areas of the CSI framework.
- To ensure that all children who attend one of our primary schools will attend our high school.
- To fulfil the Diocesan vision and merge with the other MACs in North Staffordshire.
- Develop an ambitious curriculum from 2-19 that has clear intent, is expertly implemented and produces high impact for all.
- To know all our staff well and utilise their talents for the good of all.
- To narrow any attainment gaps to ensure all children succeed.
- To ensure all our SEND pupils are supported to access the full curriculum and reach their full potential.
- To be outward looking in our approach. To offer and receive support from other schools outside of the collegiate, liaising with external partners for the development of our MAC.
- To value all our staff, sign up to the education staff wellbeing charter and continue to consider the workload and wellbeing of all.
- To continue to develop the central team to ensure it supports schools with effective financial, estate and business management.
- To listen to the views of everyone, ensuring we move forwards together.
- To ensure all our schools retain their individual Catholic identity and their uniqueness is celebrated.
- To ensure that we learn from the best and that our children have the cultural capital to achieve through carefully planned character and spiritual development.

Our Academies



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behavior and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.



Our Lady & St Benedict Catholic Academy

Our academy provides opportunities for every member of our community to strengthen their spiritual relationship, belief and faith in Christ and one another. Through daily prayer, worship and liturgy we learn to live with one another based upon the teachings of the Gospel Values. We believe that every person matters and that they are entitled to equality of opportunity. Each individual's unique God-given talents are nurtured and celebrated and through an excellent Catholic education, each member will achieve their full potential and come ever closer to understanding their vocation.

We are committed to sharing a strong, loyal and supportive partnership between children, parents, governors, staff, parish and community where the teaching of Christ and the Church are used as our guide to ever strengthen our relationship and service to one another. We provide an environment in which our children understand they are made in the image and likeness of God and they develop self-discipline, respect and care for all, through their words, actions and thoughts.

Through the teachings of Christ and the example of our patrons; Our Lady and St Benedict, we encourage all our children to act as ambassadors for the school now and for their future place within God's world.

'Let them prefer nothing whatever to Christ. And may He bring us together to everlasting life' Rule of St Benedict.



St John the Evangelist Catholic Academy

Our academy places the teachings of Jesus Christ at the center of everything we do and learn. The children at St. John the Evangelist are wonderful role models in our society and each and every one of them grow and enjoy a wide range of learning experiences, which help them to develop into independent and responsible followers of Jesus, ready for the next stage of their journey. Pupils are given many opportunities to serve each other in school through the work of the school council, playground leaders, Mini Vinnie's, altar servers, hall monitors, sports monitors and house captains. Pupils see it as their Christian responsibility to support one another in both work and play and take this responsibility seriously, understanding it forms part of their service to God and others.

Our academy is a happy place where everyone learns. Our children thrive through the broad and balanced curriculum and the extra-curricular clubs on offer. We shape our curriculum to ensure it is ambitious and fully inclusive of every child and that it addresses each aspect of how a child develops, progresses and grows academically, emotionally and within their faith. We pride ourselves on being an inclusive school in its broadest sense. This ensures that we all continually learn to support one another whilst having compassion and empathy for those who may have different needs to our own. We believe that every child is a unique gift of God and each and every one is granted unique God-given talents. Whether these talents are many or few, our aim is to help each child develop to the full. We aim to foster a shared responsibility between home, school and parish for the full development of each child in a secure and happy environment. We fully believe that when families and school work together we are strengthened in ensuring that all pupils reach their full potential.



St George & St Martin Catholic Academy

At our academy the teachings of Jesus Christ are at the very center of the daily lives of the children. We provide a Catholic environment enabling each child to grow, learn and love to meet their full potential. This is supported by the excellent relationships between all members of our school community working together with children at the heart of everything that we do.

We are proud of the curriculum offered to all of our children, including our wide range of extra-curricular activities and the use of visits to enhance our curriculum, allowing our children to have a variety of experiences.



St Joseph's Catholic Academy

St Joseph's Catholic Academy is a one form entry primary school with a Pre School offering funded and paid places for two and three-year-old and a Nursery class. Our school is friendly, welcoming and inclusive of all. Our mission statement, "Learning and growing together in faith and in friendship" explains what St Joseph's Catholic Academy is all about. Through our curriculum, wide range of extracurricular activities and strong links with the parish, we enable our children to:

Learn to live like Jesus taught us
Grow together as children of God
Share our faith through service to others
Show our friendship with Jesus through our words and actions

St Joseph's is a happy and caring place with a very strong sense of community and our broad and balanced curriculum equips all pupils with resilience, aspiration and compassion to enable them to contribute fully to society both during their time at St Joseph's and in the future. Our levels of expectation in all areas of school life are realistic yet challenging. Our children enjoy learning and are encouraged to strive for excellence in all that they do. In return, our dedicated team of staff are committed to doing all they can to enable each and every child to achieve their full potential. We offer a range of curricular and extracurricular activities to suit all interests and learning styles and are particularly proud of our sports facilities.



St Mary's Catholic Academy

St Mary's Catholic Academy serves the parish of Norton –le- Moors. The school greatly benefits from the support of the Parish and as such is at the heart of the community. 'Many Hearts, One Accord' guides us to be called to our mission to value and respect every person as an individual, made in the image of Christ. Many opportunities including an active school council enable pupils to fully participate and contribute to all areas of school life. The curriculum at St Mary's has been carefully designed to be engaging and ambitious, ensuring that pupils are fully prepared for the next phase in their education. The wealth of extra-curricular activities and after-school clubs for pupils throughout the school further enhances our curriculum with a focus on developing the character of each child. High expectations of behavior, coupled with the ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together to build the Kingdom of God'.

Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievement of the children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.



Our Lady of Grace Catholic Academy

Our Lady of Grace serves the parish of English Martyrs. The school greatly benefits from the support of the Parish and as such is at the heart of the community. As a Catholic school, we are called to our mission to value and respect every person as an individual, made in the image of Christ. Children are actively encouraged to participate fully in school life by contributing in many ways including sharing ideas through an active school council. At Our Lady of Grace, we offer an engaging, ambitious curriculum which is carefully crafted to ensure that pupils are fully prepared for the next phase in their education. The curriculum is further enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils throughout the school which focus on developing the character of each child. High expectations of behaviour, coupled with the unwavering ambition for every pupil to flourish both spiritually, socially, morally and academically ensures that we fulfil our mission to 'grow and learn together for life to build the Kingdom of God'. Healthy home-school partnerships are held in the highest regard. This is achieved through regular communication and contact with parents. Parents are invited to share in the successes and achievements of their children. As such, many events are held in school including a weekly celebration assembly which is well attended by families.



St Wilfrid's Catholic Academy

St. Wilfrid's Catholic Academy is a larger than average Catholic primary school with one and a half form intake. We are proud to be part of the Newman Catholic Collegiate. Our mission statement is 'Love one another as I have loved you.' In accordance with this, we teach our children to love and respect each other so that they grow to know that they are loved and are valued. The Gospel values underpin all we do and permeate the whole of our school curriculum. Through our curriculum, we instill a love of learning inspired by quality teaching, nurturing and developing individual strengths and talents. We believe every child is entitled to enjoy his or her childhood, whilst preparing pupils to become world class learners. We encourage and celebrate creativity, original thinking and imagination as well as effort and achievement.



St Peter's Catholic Academy

Together, One Family, One Community in Christ.

St Peter's is a one form entry primary academy where all children are cherished, where they enjoy learning and are encouraged to strive for excellence with the example of Jesus Christ at its very heart. We continue to learn from scripture to integrate Catholic Social Teaching into our school's curriculum, to develop a good understanding of God's world and the impact we can have on living, working and praying together ensuring a fair and respectful place for all.

We aim to foster a shared responsibility between home, school and the parish of St Joseph's, Burslem, for the full development of each child in a secure and happy environment. We deliver a curriculum that enthuses, excites and allows children to think about their learning explicitly and ensures that they are able to meet the learning goal identified by themselves or that teachers, have set. We share a multi-cultural school family where excellent attitudes to learning permeate throughout each school day, where we work, play, learn and model behaviors based on Gospel values which enhance our respect for all.

Children are given the opportunity to become self-aware, take risks, become aware of their strengths and weaknesses, are able to motivate themselves to engage in and improve their learning encouraging them to become leaders of the future through responsibilities including school council, head pupils, team captains to name just a few. We celebrate success at all levels giving the children the advantage of developing into well rounded, enthusiastic and successful learners. We believe that when parents/guardians and schoolwork in partnership we maximize the opportunities for pupils to reach their full potential.

JOB DESCRIPTION

POST TITLE: Office Administrator

POST RESPONSIBLE TO: Office Manager

SALARY SCALE: Grade 3, 35 hours per week, Term Time Only (Actual Salary £18,821 - £19,565)

LOCATION: St Margaret Ward Catholic Academy

JOB PURPOSE

To work as part of the academy office support team to provide administrative support and assistance, and support the academy reception area in an efficient and effective manner

KEY RESPONSIBILITIES

- To work in positive collaboration with other members of the team, to ensure the smooth running of the school office.
- To provide high quality clerical and administrative support as required.
- To provide a professional and personable service both internally and externally.
- Provide cover for pupils and parents in the school reception area and deal with any enquiries.
- To respond to telephone and email enquiries and refer to staff accordingly.
- To ensure records are kept confidentially and are accurate and readily available.
- To carry out reprographic services.
- To assist with the general welfare of pupils, training as a first aider can be provided.
- To contribute to the organisation of support services systems/procedures/policies.
- To ensure pupil data is treated as confidential and held in accordance with GDPR.
- To update manual and computerised record/information systems.
- To undertake filing and photocopying as required.
- To undertake typing and word-processing and complex IT based tasks.
- To operate relevant equipment/ ICT packages.
- To assist the school in meeting the academic, pastoral, and other needs of students.
- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake any other duties appropriate to the post.

Essential/ Desirable	Criteria	Measured by
E E	Experience <ul style="list-style-type: none">• Experience of undertaking a range of administrative duties.• Experience of team working.	AF/I
E D E D	Qualifications/Training <ul style="list-style-type: none">• GCSE English and Maths minimum• Demonstrate experience in similar role.• Willing to undertake further continuing professional development.• Experience of SIMS (training will be given to the right candidate)	AF/I

E E E E E E	Knowledge/Skills <ul style="list-style-type: none"> • Good listening, oral and literacy skills • Excellent time management with the ability to meet deadlines. • Good knowledge of Office 365, Word, Excel and SIMS together with excellent keyboard skills. • Excellent communication skills. • Ability to work under pressure. 	AF/I
E E E D	Abilities and Skills <ul style="list-style-type: none"> • Ability to prioritise conflicting demands • Ability to maintain strict confidentiality and integrity in all matters. • Able to deal calmly, tactfully and effectively with a range of people. • Requires minimum supervision. 	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

How to Apply

If you decide to apply for this post, please complete an application form. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

Newman Catholic Collegiate will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Applications should be returned to Mrs C Hollins, Academy Manager via email chollins@smwca.org.uk

Key Dates

Closing Date: 12th July 2024 (noon)

Interviews: 17th July 2024

As part of our shortlisting process, schools within the Newman Catholic Collegiate will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Collegiate Ethos. Candidates should be prepared to talk about this at interview.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ
Our Lady & St Benedict Catholic Academy - Abbey Lane, Abbey Hulton, Stoke on Trent. ST2 8AU
St John the Evangelist Catholic Academy - The Avenue, Kidsgrove, Stoke on Trent. ST7 1AE
St George & St Martin Catholic Academy - Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ
St Joseph's Catholic Academy - Mobberley Road, Goldenhill, Stoke on Trent. ST6 5RN
St Mary's Catholic Academy - Ford Green Road, Norton-le-Moors, Stoke on Trent. ST6 8EZ
Our Lady of Grace Catholic Academy – Woodland Street, Biddulph, Staffordshire. ST8 6LW
St Wilfrid's Catholic Academy - Queens Avenue, Tunstall, Stoke on Trent. ST6 6EE
St Peter's Catholic Academy - Waterloo Road, Cobridge, Stoke on Trent. ST6 3HL

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.