

Administration Assistant / Receptionist

Salary	Band 2 – Scale Point 3-4 or Real Living Wage (whichever is higher) - £21482.44-£21,566.39 Pro rata actual salary.
Start Date	September 2025
Contract	37 Hours per week – Term Time Plus 13 days (inc PD Days)
Closing Date	18th June 2025
Interview Date	W/C 23rd June 2025

Join Our Outstanding Team at St Aidan's Catholic Academy!

Following our recent Ofsted inspection in February 2025, St Aidan's has been graded Outstanding in all areas, including Quality of Education, Behaviour, Personal Development, and Leadership and Management.

St Aidan's is a thriving and happy school where pupils are extremely proud to be part of a highly ambitious and nurturing environment (Ofsted, 2025).

St Aidan's is a Catholic learning community for boys aged 11-18, in which all individuals are provided with the opportunity to flourish in a way that is rooted firmly in the values of the Gospel where each child can 'Celebrate life to the full'. Our ethos and practice is proudly rooted in these beliefs and in the core values: Hard Work, Trust and Fairness. From the moment a pupil arrives at St Aidan's Catholic Academy we expect them to live by these values.

Our values driven policies, clear vision and consistent routines demand and nurture a strong sense of moral purpose, personal responsibility, integrity, honesty and respect for others within our pupils. These qualities enable each of our young men to reach the top of their mountain, fulfilling their potential and having a choice of University or a high-quality career.

We have an opening for an Administration Assistant / Receptionist. The Administrative Team at St Aidan's Academy has an important role to play in the smooth running and success of the school. As a Receptionist / Admin Assistant you will be the first contact point for parents and external agencies in this multi-faceted and fast paced role. We are looking for an individual who is adaptable, flexible and able to navigate changes quickly and effectively.

Covering reception duties and responsible for a busy inbox for general enquiries, you will be able to prioritise inbound enquiries accordingly, whilst also delivering a high standard of customer service to both internal and external stakeholders.



**St Aidan's Catholic Academy is
part of Bishop Chadwick
Catholic Education Trust**



Applicants are welcome to have an informal discussion about the post with Miss Victoria Atkinson (usually this would be to arrange a visit to school), please email vatkinson@staca.co.uk to arrange this

Completed application forms should be submitted by email to payroll@staca.co.uk by 9am on 18th June 2025. Emailed application forms/packs are preferred, if you are unable to submit an electronic application, please contact the payroll email address to make arrangements. Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.

An online search will be completed for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.