



RECRUITMENT PACK BUSINESS SUPPORT OFFICER

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WELCOME FROM MIKE WRIGHT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Our Lady & St John RC High School, I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for taking in an interest in joining Our Lady and St John RC High School.

As a member of our team, you will be joining a school with a clear vision for improvement and a genuine belief in the transformative power of education. You will be encouraged to bring your strengths, your creativity and your passion to your role, and you will be supported by colleagues and leaders who are committed to your professional development and wellbeing.

This is a school that believes in aspiration, inclusion and care for all of our pupils. Our staff are dedicated professionals who work collaboratively, support one another and take pride in doing the very best for our children. We place great emphasis on high-quality teaching, strong pastoral care and creating a culture where pupils feel safe, happy and motivated to succeed.

Whether you are early in your career or an experienced practitioner, OLSJ is a place where you can grow, make a real difference and be part of something meaningful.

We look forward to receiving your application.

Yours faithfully,



Mike Wright
Headteacher

WELCOME FROM MIKE ZAMMIT, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,


Thank you for your interest in joining Our Lady & St John RC High School. As a Catholic community centred on Christ, our mission is to help every young person grow in their gifts so they can love and serve God, others and themselves. Our core values - **Faith, Truth, Unity, Justice, Forgiveness and Industry** - guide our curriculum, pastoral care and relationships.

We are proud of our strong Catholic ethos, our inclusive culture and the warm sense of belonging felt by pupils and staff. The school is ambitious for every learner, and governors work closely with leaders to ensure a safe, aspirational environment where excellent teaching and personal development can flourish.

If you join us, you will become part of a committed, supportive and collaborative community. Our pupils are eager to learn, our staff are dedicated to their own growth, and our governing board is focused on providing strong strategic support and challenge.

Thank you for considering Our Lady & St John.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mike Zammit', with a small dot at the end.

Mike Zammit
Chair of Governors

JOB ADVERT

BUSINESS SUPPORT OFFICER

PERMANENT / TERM TIME ONLY PLUS INSET WEEK (40 WEEKS), MONDAY TO THURSDAY 8:00 AM TO 4:00 PM AND FRIDAY 8:00 AM TO 3:30 PM, 37 HOURS PER WEEK. PART-TIME MAY BE CONSIDERED.

GRADE C, POINT 3 – 5 £24,796 - £25,583 FTE (£21,327.90 - £22,004.85 PRO-RATA/TAKE HOME PAY)

RESPONSIBLE TO: OPERATIONS MANAGER

MAIN LOCATION: OUR LADY & ST JOHN RC HIGH SCHOOL

REQUIRED TO COMMENCE: AS SOON AS POSSIBLE

Our Lady & St John RC High School is a proud member of the Romero Catholic Academy Trust.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of Our Lady & St John RC High School, are seeking to appoint a motivated, organized, and conscientious Business Support Officer to join our established Office Support Team.

The successful candidate will be primarily in our main reception, and the role will include acting as a point of contact for pupils, families, and visitors in addition to varied admin tasks. This is a key role, ensuring a high-quality and efficient administration service is delivered in a busy, fast-paced environment.

We are looking for someone who:

- Is confident working with a diverse range of people
- Demonstrates excellent written and verbal communication skills
- Is highly organised with outstanding attention to detail
- Can deal sensitively with confidential matters with empathy and professionalism
- Works effectively as part of a team

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 588388** or **recruitment@olsj.romerocat.com**.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.blackburn.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Thursday, 11 December 2025 at 12 noon
Shortlisting Date	Friday, 12 December 2025
Interview Date	Tuesday 16 December 2025

BUSINESS SUPPORT OFFICER - JOB DESCRIPTION

JOB PURPOSE

To provide general administration support for the school including but not limited to undertaking reception duties, answering telephone calls, redirecting calls to the appropriate person and/or taking messages, attending promptly to voicemail messages and emails and responding to routine queries.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- Ensure photocopying requests are actioned within an acceptable timescale
- Ensure internal and external post received is promptly processed
- Undertake complete and accurate recording of receipt of monies
- Assist with preparation for school events, projects and functions
- Maintain manual and computerised records of management information systems
- Operate relevant equipment/complex ICT packages in relation to the post of Business Support Officer
- Monitor administrative stock levels and inform the Finance/Administration Manager when stock requires replenishment
- Assist with school trip arrangements including collection, banking and recording of monies received
- Signing in of visitors, parents and stakeholders
- Ensure effective safeguarding procedures are followed in respect of visitors to the building
- Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc. including related data input
- Undertake a First Aid course to qualify for administering first aid to pupils and staff when required

General

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required.
- To take care for own health and safety and that of other people.
- To be aware of the confidential nature of issues.
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

BUSINESS SUPPORT OFFICER

PERSON SPECIFICATION

Person Specification		
Post title: Business Support Officer		Grade: C
Establishment or team: OUR LADY AND ST JOHN R.C. HIGH SCHOOL		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details)
Qualifications		
5 GCSEs including Maths and English Grade C or above	E	AF
Commitment to ongoing professional development	E	AF
Experience		
Experience of working in an administration role	E	AF/I
Experience of inputting and extracting data into / from a computerised system	D	AF/I
Experience of working in an educational setting	D	AF/I

<p>Knowledge, skills and abilities</p> <p>Ability to use MS Office software packages such as Word, Excel and Outlook and bespoke educational software systems</p> <p>Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadline and using own initiative</p> <p>Excellent verbal and written communication skills</p> <p>Good organisational skills including time management</p> <p>Ability to maintain positive relationships with pupils, staff, parents/carers and members of the community</p> <p>Ability at all times, to maintain strict confidentiality and discretion</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Personal Qualities</p> <p>Committed to the development and ethos of the School/Trust</p> <p>Reliable, flexible and approachable</p> <p>Committed to own professional development</p> <p>Personal resilience, persistence and perseverance</p> <p>Excellent time keeping and attendance record</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Other</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Commitment to equality and diversity</p> <p>Commitment to health and safety</p>	<p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p>
<p>Note: We will always consider your references before confirming a job offer in writing.</p>		
<p>Prepared by: RCAT HR Department</p>		<p>Date: Nov 2025</p>

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

BUSINESS SUPPORT OFFICER - HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Gail Goldstein on 01254 588388 or recruitment@olsj.romerocat.com.

Full details and application forms are available from our website: www.olsj.blackburn.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.olsj.blackburn.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Thursday, 11 November 2025 @ 12 noon.
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Completed application forms and associated documentation should be returned to Mrs Gail Goldstein, Headteacher's Executive Administrator via e-mail: recruitment@olsj.romerocat.com