



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

'Living to make Christ known'



'Pupils are happy to attend this kind and welcoming school' Ofsted

**BUSINESS SUPPORT OFFICER
APPLICANT INFORMATION PACK**

Welcome



June 2025

Dear Applicant,

Thank you for your interest in working as a part of our Admin Team at Cardinal Allen Catholic High School.

This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes a copy of the advertisement, information about the school, along with the job description and person specification. I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, and would like to discuss this opportunity and our ambitions further, or even visit the school, please email j.abra@cardinalallen.co.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Cafferkey', is written over a light blue rectangular background.

Andrew Cafferkey
Headteacher



Advert

CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Business Support Officer

LCC Grade 4 Pts 4-6, £24,404 to £25,183 (£20,635 to £21,878 pro rata) – pay award pending

Required for September 2025, 37 hours per week, term time only

The governors of this very successful Catholic High School wish to appoint a Business Support Officer to join our Admin Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

We are seeking to appoint a proactive, reliable and flexible School Business Support Officer. The successful applicant will be based in the busy school office for most of the day but will also work alongside the Attendance Manager, carrying out administrative support.

The successful person will:

- Undertake a range of administrative tasks;
- Work as a key part of the Main Office Admin Team;
- Provide admin support to the Attendance Team ;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of personal development and well-being are achieved;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “**outstanding Catholic school**”, evaluated by Ofsted only last year as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call for an informal discussion or to visit the school prior to application. Please contact Jane Abra, Business Manager, if you would like to do this.

Closing date for applications is Tuesday 8 July 2025 at 9.00am. Applications should be sent to j.abra@cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school, in which discipline is good and where a high value is placed on order, respect for others and personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2025 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by [Ofsted](#) and in our [Section 48 Denominational Inspection Reports](#). We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2020, and we are a strategic partner in the Catholic Teaching Alliance.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“The students at Cardinal Allen embrace and benefit from the opportunities for Catholic life and mission offered them by the school. Most feel deeply cared for and respected in their uniqueness and human dignity.” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted)

“Behaviour in lessons is outstanding and pupils are able to understand how well they are doing, following regular formative feedback from their teachers.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted)

“Students are provided with excellent opportunities for prayer and liturgy at Cardinal Allen and they respond enthusiastically and with interest” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive.

THE ADMIN TEAM

The team consists of an Office Manager alongside three Business Support Officers, all based in the main school office/reception. The team work closely together to meet the challenging demands of pupils, parents and staff. They also work closely with the Pastoral and Finance Teams and other staff. The team has a strong sense of team spirit and mutual support, as well as a commitment to improving the lives of our pupils. Our new colleague will receive all the support and encouragement necessary to make a difference to our pupils and develop professionally for the next stage of their career.

THE ROLE

If successful, you will be based within the main school office working as part of the Admin Team and taking responsibility for a range of administration and reception duties. A willingness to assist with a range of whole school tasks is essential, as whilst there are key tasks within the admin office, the needs within school are ever changing. You will also spend a proportion of each day providing admin support to the Attendance Manager, which will enable you to work outside of the main office.

WHO ARE WE LOOKING FOR?

The successful candidate must have excellent communication and interpersonal skills along with the ability to manage their own time and workload without close supervision. You must be able to respond to the needs of school staff, pupils and visitors, whilst maintaining confidentiality at all times.

The successful candidate will be a proactive and positive person, who is approachable and has a calm, professional manner. You will be flexible enough to meet the changing demands of a busy school day and able to organise and prioritise workload to meet deadlines.

It is essential that you have strong IT skills and experience of Microsoft Office.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 10 of the form invites you to write a supporting statement – this supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Business Manager, Jane Abra and sent to j.abra@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is **Tuesday 8 July 2025 at 9.00am** with interviews to follow. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the Headteacher of the school.



Job Description

JOB DESCRIPTION FOR:

Business Support Officer

Key responsibilities:

Main Office Administration

- Provide general administrative support;
- Routine financial administration, such as petty cash handling and postage;
- Accurate data entry into the school's management information system;
- Assist in the production of reports for the senior leadership team;
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors;
- General welfare support, where required, including administering basic first aid;

Attendance administration

(some of these will be on a regular basis, some will only be in the absence of the Attendance Manager):

- Accurate attendance data entry into the information management system;
- Receive, and respond to, incoming communications regarding pupil absence;
- Record the signing in of pupils late to school;
- Check for any incomplete registers and missing marks, and to follow up any omissions and concerns with relevant teaching staff and the appropriate AHT;
- Record attendance for pupils on educational visits, those engaging with alternative providers, including those on Managed Moves;
- Administrate 'Leave of Absence' requests for pupils from parents and carers – including communication with Court Officers, as appropriate, regarding legal proceedings;
- Support the preparation of all documentation relating to legal proceedings arising from persistent absence;

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos, work, and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- To be aware of the confidential nature of issues
- Be aware of the school's duty of care in relation to staff, pupils and visitors, and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, pupils, parents, carers and other professionals of the school;
- Be aware of and comply with the staff code of conduct, dress code, regulations and policies of the school.

VARIATION IN ROLE

Given the dynamic nature of the role it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Line Manager: Office Manager, Business Manager

Line Managing: N/A

Liaising with: SLT, Pastoral Team, colleagues, any relevant external agencies, and parents and carers.

Working Time: Term time only, 37 hours per week

Grade: LCC Grade 4 Pts 4-6, £24,404 to £25,183 (£20,635 to £21,878 pro rata) – pay award pending



Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
Experience, Skills, Knowledge and Understanding	
GCSE or equivalent at Grade 4/C or above in both Maths and English	E
Can demonstrate in their current role, the capacity to work effectively with a range of people at a professional level	E
Has excellent verbal and written communication skills, and be able to relate well to school staff, pupils, and their parents and carers	E
Enjoys the company of young people and others typical of those one would expect in a school	E
Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel with excellent keyboard skills	E
Able to use IT effectively and efficiently	E
Has knowledge of the use of SIMS or similar MIS software	D
Is prepared to undertake professional training necessary to carry out the role effectively	E
Is able to work independently and autonomously as well as within a team	E
Can maintain issues of confidentiality in the working environment	E
Has a basic knowledge of how schools are organised and managed	D
Full driving licence and use of a car	D
Communication and Self Management Skills	
Has the ability to communicate effectively with a wide range of different people and organisations	E
Is able to plan, organise, prioritise and manage their own personal time effectively	E
Personal Qualities	
Excellent time management, multi-tasking skills and to use own initiative	E
Ability to work under pressure and to tight deadlines to a high standard	E
Is committed, resilient, robust, resourceful, keen and enthusiastic	E
Has an excellent record of punctuality, attendance, reliability, and integrity	E
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	E

Selection Criteria	Essential / Desirable
Can show a positive commitment to organisational principles	E
Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work	E
Has a sense of humour and patience, particularly when facing difficult and challenging situations	E
Can demonstrate the ability to work well as a team member	E
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	E
Knowledge of the child protection / safeguarding policy	D
Is willing to support the Christian ethos of our Catholic school	E
Be a positive role model at all times and a highly effective and respected representative of Cardinal Allen	E
Positive recommendation from all referees, including current employer	E

