** **

**BLESSED TRINITY RC COLLEGE**

Diocese of Salford

***To start September 2025***

**Job title:****Business Support Officer – Main/ Pupil Reception**

**Grade: Grade 4, Points 4-6 (FTE) £24,404- £25,183**

**£20,635.02 - £21,293.72(Pro-rata)**

**Work Pattern: 37hpw Monday – Friday (Term Time Only)**

**4 days 08.15am – 16.15pm**

**1 day 08.15am – 3.45pm (day to be agreed)**

***Please note: If we get a high volume of applications who would prefer part time hours, we may consider this at the interview. This would be either a morning or afternoon work pattern, job sharing with another employee.***

Blessed Trinity RC College is a busy, over-subscribed, 1250 place 11-16 establishment. We have an amazing, purpose built school, enabling us to provide the very best teaching and learning opportunities within a bright, modern facility.

The school is located in extensive grounds and is situated close to Burnley Town Centre. The school is easily accessed from across the region by bus, train and car and is located just five minutes’ drive from the M65, Junction 10.

We wish to appoint an enthusiastic, highly motivated and extremely well organised Business Support Officer to join our existing Office Support team. The role will oversee the busy main school reception area; the Receptionist is the school’s initial point of contact, dealing with all visitors in person and on the phone. Creating an excellent first impression is a key part of the role. The role could also include covering pupil reception as required, and undertaking office administrative activities as part of the busy school office administration team ensuring an effective, high quality administration service.

We are looking for someone who:-

* is a proactive and positive person; approachable with a calm, professional manner
* is confident in dealing with a diverse range of people
* has excellent communication skills
* is able to work in a pressurised and demanding role
* is flexible and has the ability to adapt and prioritise to meet deadlines
* is able to promote a safe, well-maintained environment for students, staff and visitors
* is able to provide high quality administration as part of a team.
* has strong IT skills and experience of Microsoft Office

If you feel you have the skills required, we look forward to hearing from you. If you would like to find out more about the position please contact Sue Pickles, Assistant School Business Manager, on 01282 506200 or via [spickles@btrcc.lancs.sch.uk](mailto:spickles@btrcc.lancs.sch.uk)

**Full details and application forms are available from our website:**

[**www.btrcc.lancs.sch.uk**](http://www.btrcc.lancs.sch.uk)

*Blessed Trinity is committed to safeguarding and promoting the welfare of children and an enhanced DBS disclosure will be required.*

**Closing date: Monday 4th August 2025**

**Interview Date: Thursday 7th August 2025**

Blessed Trinity RC College

Ormerod Road, Burnley BB10 3AA

Tel: 01282 506200