



**Pope Francis**  
Catholic Multi Academy Trust

Enabling schools, aspiration and faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**

# **Apprentice Business Administrator**

## **RECRUITMENT PACK**



**Our Lady of  
Walsingham**

Catholic Primary School



## Welcome from the CEO

Dear Candidate

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

### What we can offer:

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

Thank you for your interest in this post.

A handwritten signature in black ink that reads 'Andrew Dawson'.

CEO  
Pope Francis CMAT



## Welcome from the Headteacher

Dear Candidate

Thank you for applying for the position of Apprentice Business Administrator at Our Lady of Walsingham Catholic Primary School.

I am immensely proud of everything our school achieves each day. At Our Lady of Walsingham, the child is at the heart of all we do. Our aim is always to provide the very best teaching and experiences to help every pupil reach their full potential.

We go above and beyond to understand each child's individual needs and to support them in every way we can—whether through additional AI tutoring before school or enriching experiences such as residential trips to London and the Isle of Man.

We are proud of many aspects of our school, including:

- Wonderful children who work hard, demonstrate kindness, and behave exceptionally well across the school
- A supportive and approachable leadership team

We aim to make the interview process as relaxed and positive as possible. Our goal is to see you at your very best.

Thank you for your interest in this post.



Collette Simms  
Headteacher  
Our Lady of Walsingham Catholic Primary School



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## **Why choose our school?**

**At Our Lady of Walsingham Catholic Primary School, we work together to inspire and learn, guided by God's love.**

### **Our School Vision**

Our school is a special place full of learning, laughter and friendship where everyone is happy, valued and feels safe. We enjoy the present but look to the future, aspiring to equip our children with the skills, curiosity and resilience needed to continue learning throughout their lives.

We pride ourselves on the care and support that we give all our school community - our pupils, our staff, our parents, our families and our parishioners, as we strive for excellence socially and academically. We foster the Gospel Values in all that we do with our children. All are welcome in this place! Our children deserve the best and we strive to provide it.

### **Our School Values**

#### **Safe, Kind, Respect**

Starting your teaching career is an exciting time, but we understand it can also feel overwhelming. Managing your own class, getting to grips with the curriculum and assessment, establishing classroom routines, following whole-school systems, and building relationships with parents—there's a lot to take in, especially at the beginning of the school year.

At Our Lady of Walsingham, we are committed to supporting you every step of the way. Your ECT mentor will guide you in setting and achieving specific goals and targets tailored to your development. Our experienced subject leaders are also on hand to support you with curriculum delivery and planning as needed.

You will have access to a wide range of CPD opportunities throughout the year, designed to help you grow in confidence and refine your practice. In addition, you will benefit from the expertise of the Primary Improvement Team at the Pope Francis Trust, who are available to provide further guidance and support.

We are a friendly and supportive team. Teaching is incredibly rewarding—but it is hard work. At Our Lady of Walsingham, you'll find a strong network of colleagues who are always willing to help, share advice, and cheer you on.

*"The staff group itself provides a strong and effective circle of support around individual members. There is great staff cohesion and strong bonds of friendship."* **Jenny Knock, Attachment and Trauma Sensitive Schools Award**

Our children are truly a joy to teach. Their friendliness and excellent behaviour are frequently commented on by visitors. They show a genuine love for learning—full of curiosity, enthusiasm, and the determination to reach their goals. Every day, their excitement for discovery shines through.

We hope that your unique talents and interests will become part of their journey—and that in return, they will inspire and enrich yours.





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## Application Process

### How to apply:

To apply for this post, please return your completed application form and each of the additional documents below for the attention of **Emma Jones** at [admin@olow.pfcmat.org](mailto:admin@olow.pfcmat.org) at your earliest convenience.

- **CES Application Form**
- **CES Consent to Obtain References**
- **CES Monitoring Form**
- **CES Rehabilitation of Offenders Act 1974 Disclosure Form**

***The closing date for applications is Monday 23<sup>rd</sup> February 2026 at 10am.***

*Shortlisting will take place on Monday 23<sup>rd</sup> February 2026.*

*Interviews will be held on Thursday 26<sup>th</sup> February 2026.*

If you have any feedback on the application process and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org).

Pope Francis Catholic MAT and Our Lady of Walsingham Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see link to our school's Child Protection Policy here: [Our Lady of Walsingham Primary School - Policies](#)



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## **Job Advert**

**Post Title:** Apprentice Business Administrator

**Pay Scale:** National Minimum Wage

**Contract:** Fixed term (18 months)

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**

Our schools have the distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

**Our values:**

**Joy // Mercy // Service // Dignity // Solidarity**

**CLOSING DATE: MONDAY 23<sup>rd</sup> FEBRUARY 2026 at 10am**  
**INTERVIEWS WILL BE HELD: THURSDAY 26<sup>th</sup> FEBRUARY 2026**



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## Job Description

<b>Post Title:</b>	Apprentice Business Administrator
<b>Pay Scale:</b>	National Minimum Wage
<b>Contract:</b>	Fixed term (18 months)
<b>Responsible to:</b>	SBM/Headteacher
<b>Hours:</b>	36 hours per week, Term time only

### Job Purpose:

- To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

### MAIN DUTIES

- Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals.
- Update manual and computerised records/management information systems.
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for visits, for example by school nurse, photographer
- Ensure collection of attendance registers
- Arrange orderly and secure storage of supplies.
- Occasionally handle cash e.g. for school visits, dinner money

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher and SLT to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.

### In return we can offer you:

A truly child centred, friendly and holistic school

A strong team and school community

A caring Christian ethos

A safe and nurturing environment for our staff as well as our pupils

A supportive and solution focused SLT who are dedicated to school improvement

An SLT who are experienced in coaching and mentoring

**As well as:**

Progression pathways

Access to an Employee Assistance Programme

Comprehensive whole school CPD programme

Comprehensive individual CPD programme

Onsite parking

Pope Francis Catholic Multi Academy Trust and Our Lady of Walsingham Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's Child Protection Policy here: [Our Lady of Walsingham Primary School - Policies](#)

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

## Person Specification

Applicants must meet all of the essential requirements for this post. These will be measured as shown:

Source: *Application (A) Interview (I) Reference (R)*

Qualifications and Professional Development	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>Some knowledge of administration and office systems.</li> </ul>		X	A/I
<ul style="list-style-type: none"> <li>Willingness to work towards NVQ level 2 in Business Administration</li> </ul>	X		A
<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	X		A/I
<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>		X	A

Knowledge, Skills and Competencies	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment.</li> </ul>	X		A/I/R
<ul style="list-style-type: none"> <li>Ability to build effective working relationships with all pupils and colleagues</li> </ul>	X		I/R
<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> </ul>	X		I
<ul style="list-style-type: none"> <li>Good personal numeracy and literacy skills</li> </ul>	X		A/I