



Application Pack

ADMIN ASSISTANT
St Dunstan's RC Primary School,
Moston, Manchester



EMMAUS
CATHOLIC ACADEMY TRUST



Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of an Admin Assistant at St Dunstan's RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Admin Assistant will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of are very much looking forward to recruiting a highly effective Admin Assistant. The successfully appointed candidate will join the St Dunstan's community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely



Catherine Anderson
Chair of Directors



Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.

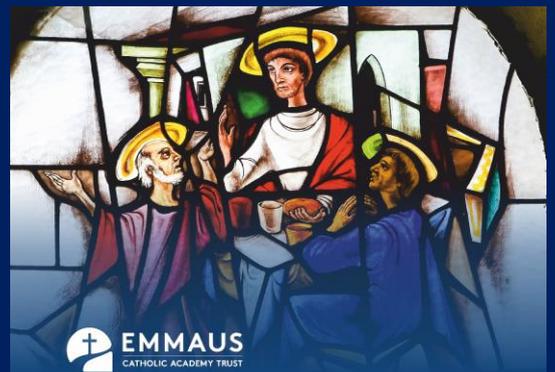
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.

Open our eyes, so we see the signs of your presence around us;

open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.

Amen.



SALFORD CATHEDRAL



St Dunstan's RC Primary School
Bacup Street, Moston, Manchester, M40 9HF
T: 0161 681 5665
E: admin@st-dunstans.manchester.sch.uk

Welcome to St Dunstan's, and thank you for your interest in the role of Admin Assistant at our school.

We are a vibrant inner-city school serving a diverse community. As we journey with Jesus beside us, we strive to provide a happy, safe and welcoming environment in which we encourage our children to develop and reach their full potential.

We are looking forward to appointing someone can further enhance and strengthen our team.

Please read through the attached pack and, if you require any further information, please do get in touch. Visits to our school are warmly welcomed and recommended.



ADMIN ASSISTANT

Salary: NJC Grade 3 (SCP 4 – 6)



The Emmaus Catholic Academy Trust and local governing body of St Dunstan's RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Admin Assistant to join our friendly team.

Could this be you? If it was you, you would:

- Receive visitors to the school and communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc.
- Undertake clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.
- Provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the Trust/LA and outside agencies and responding to routine correspondence.
- Maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service.

Contract/Hours of work: Full time, permanent, TT + 5 days

Salary: NJC Grade 3 (SCP 4 – 6), actual salary between £22,049 and £22,753 dependant on experience

Start Date: as soon as possible

Location: St Dunstan's RC Primary School, Bacup Street, Moston, Manchester, M40 9HF

Key contacts: Parents, pupils, staff

The successful candidate will:

- Have experience of general clerical, administrative and financial work.
- Be able to manage their own workload effectively.
- Possess good numeracy and literacy skills.
- Have knowledge and experience of information technology and the ability to use a range of IT packages.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance. Evidence of ID for the successful candidate will be retained on file.

Please contact Hannah Barnes at
admin@st-dunstans.manchester.sch.uk
for further details and an application form

Closing date for applications: 14th January 2026
Interviews will take place on 21st January 2026



ADMIN ASSISTANT

Job Description

The post holder will report directly to

Main purpose of the role:

- To provide a comprehensive administrative support to the school.
- To provide administrative support to the Senior Leadership Team, leaders and teachers.
- To work collaboratively with all staff and parents in order to support pupil's wellbeing

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc.
- To undertake clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.
- To receive and record pupil absences, liaising with relevant colleagues, such as the safeguarding team/school kitchen.
- Arrange meetings and events.
- To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the Trust/LA and outside agencies and responding to routine correspondence.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high-level administrative service.

- To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports.
- To assist with school administrative duties relating to accreditation where appropriate.
- To collect and distribute incoming mail, despatch outgoing mail as appropriate.
- To maintain display boards as directed and to ensure these are refreshed regularly.
- To administer school registration procedures in line with statutory requirements.

Additional responsibilities.

- To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet).
- To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required.
- To provide general advice and guidance to staff, parents and others.
- Use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings as required.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Numeracy/literacy skills (at a level equivalent to NVQ Level 2).	E
Experience	
Experience of general clerical and administrative work.	E
Possess good numeracy and literacy skills.	E
Ability to manage own workload effectively.	E
Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing.	E
Possess good keyboard skills in order to produce high quality documents.	E
Have a knowledge and awareness of the regulatory framework around education and schools.	D
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
Ability to identify your own training and development needs and cooperate with the means to address these needs.	E
Skills and Aptitudes	
Ability to relate well to children and adults.	E
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E
The flexibility to adapt to changing workloads demands and new school challenges.	E
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the school community.	E
Personal commitment to continuous self-development.	E
Personal commitment to the school's professional standards, including dress code as appropriate.	E

Special Requirements

The flexibility to adapt to changing workload demands and new organisational challenges.

E

To contribute to the Catholic ethos of the school.

E

Be willing to consent to apply for an enhanced DBS disclosure check.

E

Willingness to undergo first aid training.

E



EMMAUS Catholic Academy Trust

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

 @EmmausCAT

Applications need to be made using the CES application form, available from the school website

Closing date: Wednesday 14th January 2026

Interviews will take place: Wednesday 21st January 2026

Please return completed application forms and supporting documents to g.flynn@st-dunstans.manchester.sch.uk

