



# St. Julie's Catholic High School Administrative Assistant Application Pack

**REQUIRED IMMEDIATELY**

**Contract: 35 hours per week, Term Time + 5 INSET days + 5 days across school holidays**

**Salary: Grade 3, points 5-9 (£22,964 to £24,455) Pay Award Pending**



## Welcome to St Julie's Catholic High School

### *"Serve the Good God Well with Much Liberty of Spirit"*

Dear Applicant

Thank you for your interest in the post of Administrative Assistant at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national results. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life.

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiard. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiard our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *“Never let the peace of your heart be disturbed by anything in the world.”* She also said that *“we must have hearts as wide as the world.”*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

*“Students including Sixth Form are proud to be part of this caring and close-knit school community”*

*“A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself”*

An opportunity has become available within the Administrative Team at St Julie’s Catholic High School. The role is to provide comprehensive and varied administrative and secretarial support

to the school community, and to act as a point of contact for many parent and student enquiries. The successful candidate will be situated in the Administration Office, working as a member of the Administration Team.

The successful candidate will support the school’s stated aims and maximise the effectiveness of its administrative functions. The successful applicant will ideally have some office experience, strong ICT skills, excellent communication skills (both oral and written) and an attention to detail, with a positive, proactive attitude to being part of a busy hard-working team. The successful candidate will have a willingness to learn, be able to multi-task effectively and adapt as well as manage their time to meet deadlines. Duties will include providing high quality administrative support, attending meetings, taking minutes as required, and providing general administrative assistance.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt  
**Headteacher**

*“Let us help each other with all our hearts and with all prayers”*

St Julie Billiard

# Job Description

<b>Post Title:</b>	<b>Administrative Assistant</b>
<b>Working Time:</b>	35 hours/week – 39 weeks/year -Term Time Only, including 5 INSET days, plus 1 week (to be determined by the school)
<b>Salary/Grade:</b>	GRADE 3: (Points: 5-9)
<b>Hours of work:</b>	Monday to Friday: 9.00 am to 4.30 pm (30 minute unpaid lunch break)
<b>Line Manager:</b>	Office Manager
<b>DBS Disclosure Level:</b>	Enhanced with Children’s Barred Checklist
<b>Main Purpose:</b>	To provide general clerical and administrative support to the school across KS3, KS4 and KS5 under the direction or instruction of senior staff.
<b>General Responsibility</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the school’s Catholic mission statement, the vision and the objectives.</li> <li>• Support and contribute to the school’s responsibility for safeguarding students.</li> <li>• Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the school’s policies to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to school policies and procedures or other documentation available to all staff.</li> </ul>
<b>Core Responsibility &amp; Tasks</b>	<ul style="list-style-type: none"> <li>• Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors and students.</li> <li>• Undertake and follow up on first day contact with parents/carers.</li> <li>• Liaise with staff regarding student absence, following through incomplete registration and updating as necessary.</li> <li>• Provide general advice and guidance to staff, students and others.</li> <li>• Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers/staff etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide general clerical support including routine clerical processes, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.</li> <li>• Maintain manual and computerised records and management information systems, including attendance information.</li> <li>• Assist the Senior Secretary with administrative tasks relating to admissions.</li> <li>• Produce lists, information and data as required.</li> <li>• Take notes at meetings.</li> <li>• Maintain and collate student reports.</li> <li>• Maintain stocks and supplies, cataloguing and distributing as required.</li> <li>• Assist with more complex arrangements for school events and trips etc.</li> <li>• Attend school events, as and when required, e.g. Open Evenings, Parents' Evenings.</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative system, including full operational experience of all Microsoft Office and school MIS</li> <li>• Knowledge and understanding of relevant information systems and how to run reports</li> <li>• First Aid qualified or working towards certification.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• To evaluate and review own practice within the school performance management system for support staff.</li> <li>• To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.</li> </ul>
<ul style="list-style-type: none"> <li>• This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.</li> <li>• This role is envisaged to be as above, subject to negotiation with the post holder.</li> <li>• This job description should be seen as enabling rather than restrictive and will be subject to regular review.</li> </ul>	

# Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent</li> <li>• Recognised ICT qualifications eg. Microsoft package to include Word, Excel and Outlook, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and (advanced) knowledge of a MIS database system</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven administration experience</li> <li>• Highly proficient and skilled in a range of ICT packages</li> <li>• Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure.</li> </ul>	
Skills, knowledge and qualities	<ul style="list-style-type: none"> <li>• Work effectively and supportively as a member of the Administration team,</li> <li>• Ability to work under the direction of others, and knowing when to seek help and advice</li> <li>• Work in an organised and methodical manner and maintain accurate records</li> <li>• Ability to plan, prioritise and meet deadlines</li> <li>• Able to convey information clearly and accurately both orally and in writing to a range of people</li> </ul>	

- Use own initiative to solve problems and respond proactively to unexpected situations
- Deal calmly, tactfully and effectively with a range of people
- Show sensitivity and objectivity in dealing with confidential issues
- Willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school
- The willingness to undertake First Aid Certificate training
- Excellent interpersonal skills
- Excellent communication skills
- Commitment to the highest standards of child protection
- Able to maintain appropriate levels of confidentiality and discretion
- Excellent attention to detail
- Understanding of good management practices and the policies and systems to support them.
- Desire to enhance and develop skills and knowledge through CPD

	<ul style="list-style-type: none"> <li>• A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community</li> <li>• Ability and motivation to interact with students, staff, parents and carers</li> <li>• Energy, enthusiasm</li> <li>• Work autonomously in completing core job functions</li> </ul>	
<b>Pastoral Skills</b>	<ul style="list-style-type: none"> <li>• Able to maintain a professional, yet caring and compassionate approach to dealing with students</li> <li>• Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Supports the ethos of the school</li> <li>• Is Flexible and adaptable</li> </ul>	

**All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies**

Closing date for applications: Friday 5<sup>th</sup> June 2026 at 9am

Shortlisting will take place: Friday 5<sup>th</sup> June 2026

Interviews will be held: Friday 12<sup>th</sup> June 2026

- [Safeguarding Policy](#)

- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information [www.stjulies.org.uk](http://www.stjulies.org.uk)