



Saints Peter and Paul Catholic Primary School,

Moorfield, Tower Hill
Kirkby.L33 1DZ

Headteacher: Mrs J. Mousley
Chair Of Governors: Mr. Matty Pendergast

Website: www.saintspeterandpaulcps.org.uk

E-mail: peterandpaul.de@knowsley.gov.uk

Telephone 0151 477 8205



**School Administrator
Required ASAP
Permanent Term Time Contract 46 weeks
Grade D
Scale point 5 to 6
Full Time £25,583 to £25,989
Pro rata salary £22,631 to £22,990
(Point scale dependent on experience)
NOR: 346 (including nursery)**

The Governors of Saints Peter and Paul Catholic Primary School, wish to appoint a School Administrator, permanent contract 36 hours per week/46 weeks (Term Time only).

Applications are welcome from all who are able to support the ethos of and are willing and able to make a positive contribution to Saints Peter and Paul Catholic Primary School.

As a School Administrator, you will play a vital role in the smooth running of the school office. You will provide administrative support to senior leaders, teaching staff, and pupils, ensuring that the school operates efficiently and effectively on a day-to-day basis.

Key Responsibilities

- Managing the school office and acting as the first point of contact for parents, visitors, and external agencies.
- Supporting the Headteacher and staff with administrative tasks, diary management, and correspondence.
- Maintaining pupil records, and safeguarding information in line with school policies.
- Assisting with financial processes such as ordering supplies, processing invoices
- Coordinating communication between staff, parents, and the wider school community.

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About You

We are looking for someone who is:

- Experienced in school administration (preferred), with a good understanding of school systems, safeguarding, and compliance.
- Highly organised, with strong attention to detail and the ability to prioritise tasks effectively.
- Confident using IT systems, including Microsoft Office and school management software SIMS, Parent Pay
- Friendly, approachable, and able to build positive relationships with children, parents, and staff.
- Flexible and able to adapt in a busy school environment.
- In possession of a valid enhanced DBS check (essential). If you do not currently hold one, we can arrange this as part of the recruitment process.

Saints Peter and Paul Catholic Primary School is a GOOD School

“This is a school where every child is welcomed and celebrated. Pupils here are friendly and caring have warm relationships with adults in school. This helps them to feel happy and safe.” OFSTED January 2025

Our school is celebrated for its friendly and supportive environment. Every visitor is assured of a heartfelt reception. The school enjoys a stellar reputation among parents, guardians, the Parish, and the broader community, especially for our strong Catholic values and the care, direction, and assistance we offer to our students and their families. At our school, there are no obstacles; we come together as one to accomplish our mission. ***‘Educating our children through love, care and respect’***

The school community of Saints Peter and Paul’s Catholic Primary School can offer:

- **A compassionate and secure school with a welcoming and supportive atmosphere, deeply grounded in Catholic values.**
- **A creative, committed, and encouraging Leadership Team that continuously strives to positively impact the lives of our pupils.**
- **Approachable and hardworking colleagues who are devoted to delivering outstanding education and enriching experiences for every child.**
- **Cheerful, well-mannered, and eager learners.**
- **A variety of stimulating opportunities for professional growth and development.**

WE STRONGLY RECOMMEND YOU ARRANGE A VISIT TO OUR SCHOOL

Please contact our School Office on 0151 477 8205 to arrange a visit.

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Candidates should evidence their strengths throughout the CES application and address the person specification. Application forms and person specification are available from the school office or via the school website:

<https://saintspeterandpaulcps.org.uk>

Our school is committed to safeguarding and promoting the welfare and safety of children. We expect all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure from the Disclosure & Barring Service and satisfactory references. By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance. Only completed Catholic Education Service (CES) applications will be considered.

Applications to be sent to SPPSBM@knowsley.gov.uk

Closing date: Monday 22nd September 2025

Shortlisting: Tuesday 23rd September 2025

(Candidates who have been unsuccessful at this stage will be informed and will not be taken through to the interview stage).

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