



ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Horse Shoes Lane, Sheldon, Birmingham, B26 3HU

Principal: Mr M McLoughlin

T: 0121 743 3289

E: enquiry@stm-lumenchristi.org.uk

www.sttommor.bham.sch.uk



Christ is the centre of our school community where we live, love and learn together.

Attendance/ Admin assistant REQUIRED FOR January 2026 (or as soon after thereafter)

Grade: 2 Point 3 - 8

Contract Type: 2-year contract

Hours: 22.5 hours per week Term Time Only

Salary: Actual Salary £13,280 - £14,366

Closing Date: 9th December 2025 9 AM

The Board of Directors of the Lumen Christi MAC and the School's Standards Committee of this highly regarded and successful school are seeking to appoint a committed and caring Attendance/Administration Assistant to join our skilled and dedicated team.

St Thomas More is a thriving Catholic Primary school, in the east of Birmingham. It is part of a growing Catholic Multi Academy. It is a place where staff and students from all faiths live out the school mission.

It genuinely is a vibrant learning community, full of committed learners and exceptional people. This is a wonderful opportunity to make a huge difference in the lives of children and contribute to the journey of a great Catholic school.

The successful candidate will:

- Support the School Attendance Lead to improve attendance
- Have a clear understanding of Catholic education and is committed to maintaining and enhancing our Catholic ethos.
- Have excellent interpersonal and organisational skills.
- Be creative and work with families across our community to improve attendance sometimes by visiting families at home.
- have excellent interpersonal and organisational skills.
- be an enthusiastic and motivated Administrative Assistant to join our hardworking school team.
- carry out office and reception duties, in accordance with the work schedule and job description.
- previous experience is desirable.
- you will need to be reliable, a good timekeeper, flexible, trustworthy and willing to support staff and pupils alike.
- staff are expected to work on INSET days and holidays are not allowed during term time.

We can offer you:

- A dedicated, experienced and welcoming staff team.
- A wonderfully inspiring Catholic community.
- A supportive multi academy company- Lumen Christi.
- Well behaved and hard-working pupils.
- Supportive parents.
- A commitment to your career development.



Visits to the school are warmly welcomed and can be arranged by contacting Mr McLoughlin on 0121 743 3289 or email for an application pack to enquiry@stm-lumenchristi.org.uk Or c.tullett@lumenchristi.org.uk

All completed applications should be returned to **Claire Tullett** c.tullett@lumenchristi.org.uk

Closing date and Shortlisting: Monday 9th December 2025 9am.

Interview date: Monday 15th December

Successful candidates will be expected to maintain and promote the Catholic character of the school and therefore will be required to sign the CES contract.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

St Thomas More Catholic Primary School is part of Lumen Christi and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults 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 DBS check, online searches, medical, evidence of qualifications plus verification of the Right to Work (RTW) in the UK.