

Office Manager
St Mary's Catholic Primary School, Knaresborough

www.stmaryscps.org

- Permanent, Full Time, Term Time Only plus 10 days
- 37 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm Friday with 30 minutes unpaid lunch
- Salary NJC Grade C1 Scale Points 12-17 £26,421 - £28,770 per annum
- Actual Salary £23,181 - £25,242 per annum
- Required as soon as possible

The Academy Council wish to appoint an experienced and well organised professional to efficiently manage our busy school office providing a full range of administrative services effectively as required by the school. You will also be responsible for one other administrator. You will have a calm, courteous, and professional approach with a 'can do attitude' along with the ability to work under pressure, meet deadlines and work effectively as a team member. You will be able to work flexibly and efficiently and have a commitment to equal opportunities.

We are looking for an Office Manager who will:

- Have experience of managing a busy office environment with an administration focus
- Use effective communication and be warm, friendly and empathetic
- Have a flexible approach working in partnership with staff, pupils, parents and governors
- Have relevant experience of IT software packages and systems
- Undertake general financial admin e.g. processing orders/invoices/cash handling.
- Be supportive of the Catholic ethos of the school.

We offer:

- Very welcoming and caring children.
- Professional development opportunities.
- Support of the Leadership Team, a dedicated and supportive staff and a friendly office environment.
- A hard working, supportive, committed team of governors

For further information, please contact Jane Moore, our Office Manager at St Mary's, Knaresborough on 01423 864631. Visits to the school are encouraged, by appointment through the school office.

- **Closing Date: Thursday 1 February 2024 by noon**
- **Interviews: Tuesday 6 February 2024**

Further details and a Catholic Education Service Support Staff application form are available via the Bishop Wheeler Catholic Academy Trust website www.bishopwheelercatholicacademytrust.org/vacancies in the General Information & Forms section. Please email your completed application to the school office at admin@st-marys.n-yorks.sch.uk addressed to Mrs Helen Tomlinson, Headteacher. Please note, CVs cannot be accepted.

Our school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS enhanced disclosure certificate. In line with KCSiE 2023, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

