

Location: St Vincent's Catholic Primary School, Finlay Avenue, Penketh WA5 2PN

School Office Manager (WBC Grade 6) £23,541 - £27,041 (pro rata)

22.5 hours per week – Term time only

Required for 14th June 2021 or sooner if possible

We wish to appoint an outstanding and committed School Office Manager to contribute to our successful and hardworking administrative team. We are seeking to appoint someone who is energetic, talented and ambitious and who can inspire, challenge, motivate and support colleagues and stakeholders.

We can offer you:

A dedicated school team

Friendly, well behaved children who are eager to learn

Positive and supportive relationships with the local community

A real commitment to high quality continuous professional development

A committed and supportive Local Governing Body

A happy, supportive and friendly staff

We are looking for someone who:

- Has a sound understanding of managing financial systems and budgetary processes;
- A good understanding of HR;
- The ability to oversee and support facility and property management;
- Can manage the school administration;
- Coordinate the school's Health and Safety systems;
- Has excellent communication skills at all levels and is a team player.

If you have the enthusiasm, commitment and a desire to be an active member of our school we look forward to receiving your application.

Visits to the school are warmly welcomed but please be mindful of current COVID restrictions. Please contact school for an appointment.

The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service. Further details can be found at www.dbs.org.uk

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Visits to school: Please contact school for a visit

Closing date: Monday 19th April 2021 at 9am

Shortlisting date: Monday 20th April 2021

Interviews: Thursday 22nd April 2021

Please send all application for the attention of Mr. D. Vernon, Headteacher either by post or email stvincents_primary@warrington.gov.uk

Further details and application packs can be found on the school website

www.stvincentsprimary.org