



Administration and Families Co-Ordinator

Grade 5 (£26,873 FTE) 35hrs per week

Contract: Permanent post - Term Time Only (39 weeks)

To start: 2nd September 2024

Pay range: – Grade 5 NJC Main Scale £26,873 - £29,777)

Key dates Timeline

Candidates to view school – by appointment

Closing date – 1st July 2024 (midday)

Shortlisting – 4th July 2024

Interviews – 9th July 2024

The Governors of St Bernard's R.C. Primary School are seeking to appoint an Administration and Families Co-Ordinator to join our school team.

The successful candidates will be:

- Able to communicate effectively with people at all levels.
- We are looking for an efficient, reliable and flexible individual who has a passion for working in schools.
- Other necessary qualities include **confidentiality**, and being able to work on your own initiative and under pressure.
- Excellent communication skills and the ability to relate well to both children and adults.
- Good level of both spoken and written English and a good understanding of maths.
- Good computer skills e.g. use of Word and Excel.
- Commitment to their own professional development.
- Be highly organised, adaptable and able to work well as part of a dedicated team.

- Be willing to make an active contribution to the broader life of the school.

St Bernard's is a thriving primary school with a dedicated team of staff and supportive Governing Body. This is an exciting opportunity to join our team, and to contribute to the next phase of our school's journey.

In return, St Bernard's R.C. Primary School can offer:

- A welcoming, supportive school community, with a strong catholic ethos.
- A team of enthusiastic, hardworking staff who embrace new opportunities.
- Enthusiastic, happy children who are eager to learn.
- A strong commitment to professional and personal development.
- Strong support from the Governors, and our parish community.
- Full training and support will be given with school systems (previous experience is not essential)

St Bernard's R.C. Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You can find a link to the job descriptions and person specification on our website [here](#).

Appointment to this post is subject to an Enhanced DBS Certificate with a check of the Children's barred list for the Child Workforce and satisfactory references.

The successful candidate will be required to sign the Catholic Education Service (CES) contract.

Please send completed applications to Chair of Governors, via email to jobs@st-bernards.manchester.sch.uk.

Candidates who have not been contacted by 6pm on 5th July, have not been successful on this occasion and we thank them for their interest.