



St. Bernard's Catholic High School
Herringthorpe Valley Road
Rotherham
S65 3BE
Tel: 01709 828183
www.sbch.org.uk

Role: Office Manager

Salary: Band G FTE - £31,067 - £33,366 (pro rata)

Hours of work: Full Time, term time only plus 10 days

Start Date: A S A P

Contract: Permanent

Reporting to: Headteacher

Responsible for: All Administrative Staff

Closing date: Monday 9th December 2024 @ 9am

Interviews: W/C 16th December 2024

We are delighted that you are considering applying for the Office Manager at St Bernard's Catholic High School, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are at the start of our journey to create a community of schools who come together to share and develop practice to create an outstanding provision of education for our young people. The successful candidate will work with committed and highly skilled leaders whilst also having the opportunity to support Trust wide and develop professionally in this community.

St Bernard's is a high performing school with exceptional children and inspirational and loyal staff. As a small but significantly oversubscribed school we cater for children across South Yorkshire. St Bernard's has an excellent reputation amongst the local and wider communities of the Diocese. Not only do we strive for academic excellence, we also place equal emphasis on the development of our students as well-rounded individuals, recognised in our latest Section 48 Inspection, graded as Outstanding.

We are seeking to appoint an Office Manager who will lead with professionalism, acute organisation, excellent communication and aspirational leadership. Our ideal candidate will thrive in a fast-paced environment and is adept at managing change and striving for the highest of standards.



Tel: 01709 914070 | **Email:** adminstfrancis@hallam-diocese.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



We are looking for an Office Manager who:

- Is an excellent communicator
- Leads with positivity and a can do attitude
- Models high standards and supports others to achieve them
- Ensures efficient and clear systems, environments and processes

We will offer you:

- A wonderful, vibrant staff family
- A supportive and hard-working department and leadership team
- An ongoing CPD programme, tailored to individual requirements
- Benefits and opportunities through St Francis CMAT
- A calm, well-disciplined learning environment
- An opportunity to contribute to School Direct

How to Apply:

Please visit <https://stfcmat.com/vacancies/> to obtain the Office Manager Recruitment Pack. Please complete all relevant documentation by the closing date of **Monday 9th December 2024 @ 9am** and send to M Wild, Executive PA, on m.wild@stfranciscmat.com

Please note that **only** completed Catholic Education Service application forms will be accepted.

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

