

St John's Catholic Primary School

St Elmo's Road, Rotherhithe, London, SE16 6SD.



"To Love and Serve One Another"

School Office Manager Required as soon as possible

Salary: Dependent on experience but in line with Southwark pay-scales for role circa £36k actual with pay award pending.

(36 hours a week, Term Time Only + 2 weeks)

We're currently looking for an experienced School Office Manager to work term time only plus two additional weeks across the school year to be responsible for all of the disciplines of administration and Premises/Site Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School beyond those directly related to teaching and learning.

We are looking for a confident and motivated Individual who is used to working in a fast-paced environment and who can manage changing priorities with little or no notice. You will be working collaboratively with others in the school's admin, premises, support staff, finance and teaching teams to provide strong administrative support to ensure the policies, procedure and practices of the school are meeting the needs of the children who attend St John's.

Role and responsibilities include:

- Assisting the Senior Leadership Team in the implementation of school policies and procedures
- Taking responsibility for the School's Data Management System.
- Maintaining communication with the school's wider community
- Promoting the aims, objectives and ethos of the school
- Providing the first point of contact through face-to-face visitors to site or through telephone and email contact.
- Liaising with external agencies as appropriate
- Ensuring specific day to day functions of the school run smoothly
- Ensuring a healthy, clean and safe environment is maintained to high standard
- Establishing good working relationships with all stakeholders
- Promoting the school's Catholic Values

Skills/Experience Required:

- First-hand administration experience
- Keen eye for detail, punctual and organised
- Ability to hit the ground running with little guidance
- Excellent communication skills both verbal and written
- Understand handling confidential information
- Able to work independently but also as part of a team

Please send an email to office@st-john.southwark.sch.uk and mark the email with 'vacancy' in the subject line.

Closing date Midday Monday 7th October 2024

Interviews to be held week later that week.

As a Federation we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.