



St Mary's Catholic Primary School

Job Application Pack

Office Manager

Welcome from the Executive Headteacher

Welcome from the Executive Headteacher

St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

"The Catholic Life of the school is outstanding because a strong sense of Catholic identity has been established, enabling all staff and pupils to be united in living its mission" Section 48 inspection December 2022

"Pupils' behaviour and attitudes to learning are exceptional. They show tremendous respect for, and kindness towards, each other. Pupils' behaviour does not get in the way of learning. In fact, it is quite the opposite. Girls and boys work and play together in harmony. Leaders' hard work to improve attendance and punctuality has paid off. Pupils come to school regularly and on time." Ofsted, 2021

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

'Dream it, Believe it, Achieve it'

**'At St Mary's, we walk together with Christ, to achieve our potential,
helping one another to love, care, smile and learn.
Let your light shine'**

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT)

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Office Manager, who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about St Mary's Catholic Primary School, please visit www.St-Marys-pri.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: Friday 10th July 2026, 12 noon

Interview Date: Wednesday 15th July 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01709 863280

Job Description

Post Title: Office Manager

Grade: 8

Main Purpose:

- To provide administrative support for the effective running of the school and to provide a point of contact for parents and visitors ensuring communication channels are effective and reflect a positive impression of the school
- To be responsible for the management of the school's financial, personnel, premises and administration systems
- To line manage administration & premise staff
- To assist the Headteacher with Facility and property management and Health & Safety management to ensure the most effective use of resources in support of the school's learning objectives
- Prepare bids for external funding when required
- Oversee the work completed by contracted workers for buildings maintenance, grounds maintenance and IT support

Responsible to: Headteacher

Relationships with: Senior Leadership Team, SENDCo, teaching assistants, support staff, local authority services, other education providers, pupils and parents

Is this a regulated activity: Yes

General:

Contextual data

- Keep all filing updated
- Answer phone as necessary
- Deal with parents as necessary
- Support the Headteacher when requested
- Be able to delegate some duties as and when necessary

Human Resources:

- Monitor the absence of staff and complete the necessary paperwork including recording them on the HR portal
- Receive leave of absence forms and ensure they are processed
- Maintain staff absences on Arbor
- Add to the school diary and staff personnel file
- Inform Headteacher of trigger points from reported absences
- Ensure that Arbor Personnel is up to date at all times
- Be responsible for setting up and maintaining personnel files
- Be responsible for the Single Central Record and ensuring all information included is complete and accurate
- Be responsible for processing new employee's in line with Safer Recruitment Policy and Procedure#

Telephone: 01709 863280 Email: sarah.cashmore@francisxavier.co.uk Website: www.st-marys-pri.doncaster.sch.uk

- Maintain the HR portal and ensure any changes necessary are actioned timely and accurately

Census:

- Be responsible for the termly census, School Workforce census and Catholic census returns

Finance:

- Raise orders and ensure that they are processed by office staff to ensure segregation of duty
- Prepare invoices for payment and that authorisation for payment is obtained in line with the school's finance policy.
- Accurate recording of information related to the ordering, scheduling, receipting and payment of goods and services, ensuring financial deadlines are met
- Be responsible for ensuring accurate monitoring of the budget and expenditure throughout the year and maintain all financial records.
- Ensure income generated by school is invoiced and payments reconciled
- Complete all end of month processes including reconciliation, balancing all reports and reporting back to the Local Authority within the required deadline
- Complete all financial year end and final accounts processes
- Manage income and expenditure from the schools DFC and Building Fund accounts
- Participate in Finance Governor's Meeting, by organising half-termly reports and feeding back on the budget
- Complete the SFVS and present to the Finance Committee for approval, before submitting to the LA
- Complete the schools Statement of Internal Controls (SIC) and present to the Finance Committee for approval by the Chair of Governors and submit to the LA
- Use benchmarking tools to compare school's spending
- Be responsible, under the direction of the Headteacher, for all aspects of the budget and liaise with the Headteacher when necessary
- Be responsible, under the direction of the Headteacher and the governors, for the setting of the school budget and for making adjustments where necessary.
- Liaise with the relevant education department to provide the Headteacher and Governing Body with the necessary information for budget decisions.
- To manage the collection of funds received from pupils every day and complete the recording, banking and reconciliation of such funds
- To prepare the School Fund accounts at the end of the year ready for audit
- To manage all petty cash transactions including submission to the Local Authority
- To manage Parent Pay
- Manage all outstanding debts (dinners, breakfast club etc)
- Ensure that suppliers and contractors are always giving best value for money
- To manage school resources
- Work with our sister schools for all areas of Finance
- Apply for school grants and apply for external funding
- Manage funding and apply for Pupil Premium children
- To be responsible for compiling and returning statistical information as required for the LA DfE etc.

Administration:

- To assist in the devising, monitoring and compliance of policy documents in respect of; Finance Policy, Health & Safety and Premises
- Monitor emails received in to the admin email account and ensure they are dealt with accordingly and timely.
- Responsible for ensuring administrative procedures required to ensure the smooth running of the school office, including filing and maintaining pupil records, are in place and adhered to
- Ensure the school's pupil MIS is maintained and all records, including paper files, are accurate.
- Ensure all End of Key Stage Data is submitted in line with LA deadlines

Business Support

- Work closely with SLT and Site Manager in all aspects of Health & Safety and Fire Safety
- In conjunction with SLT and Site Manager identify hazards and put risk assessments in place as required
- To work closely with IT support to ensure school's needs are met.
- To work closely with the Site Manager to ensure repairs and building maintenance is managed effectively
- To work closely with the Site Manager to ensure all compliance testing is up to date and scheduled

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher.
- To support the Catholic ethos of the school and the Teachings of the Catholic Church and teach Religious Education to a high standard as expected across the school.
- Undertake an Induction with the relevant member of staff
- Supporting policies and new procedures are implemented effectively
- To be flexible to meet the needs of the school
- To remain smart and professional at all times and in accordance with the school's Dress Code

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:

Date:

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> GCSE in Maths and English Grade C or above Able to produce complex documents and reports Able to work to tight deadlines Evidence of developing effective administrative systems 	<ul style="list-style-type: none"> Other qualifications in finance Successful management of a team of staff Managing at a senior level Managing H&S
Knowledge	<ul style="list-style-type: none"> An awareness and understanding of safeguarding responsibilities of all adults who work with children Of the schools policies and procedures Understanding of best value 	<ul style="list-style-type: none"> H&S policies/codes of practice/legislation Resource management and procurement Premises maintenance Understanding of using data systems such as Arbor & Access Understanding procedures for recruitment Knowledge of financial management
Skills	<ul style="list-style-type: none"> Higher level IT skills Analytical skills Ability to use initiative, prioritise, meet Deadlines Excellent interpersonal skills Effective communicator and presenter – orally and in writing Ability to lead and also to work as part of a team Ability to maintain a positive, compassionate and professional demeanour Ability to remain calm and deal with competing demands on time managing stress levels 	<ul style="list-style-type: none"> Experience in leading team Use of financial database Conscientious, reliable, flexible. Self-motivated and understands the importance of self-evaluation and professional accountability Working with different stakeholders