



**Our Lady
Help of Christians**

**School Office Manager – *St Mary's Catholic Primary School
Middlewich***

***'Providing an inspirational, outstanding Catholic education for all the children
and young people in our schools.'***

Honourable purpose / Respect / Co-operation/ Compassion/ Stewardship

**Our Lady Help of Christians Catholic Academy Trust
School Tel: 01606 516 171**

E-mail: head@stmrc.uk

'A family of schools who work together, share together and care together.'

Salary: Grade 6 (£)

Hours: 37

Contract type: Permanent, Full Time and Term time + 4 weeks. (Part time hours would be considered)

Reporting to: Headteacher

Closing Date: 8th August 2025

Interviews to be confirmed

The Head teacher and Governors of this popular and very happy school wish to appoint a professional, highly motivated and enthusiastic Office Manager to join our hard-working and very supportive staff, and to play a pivotal role in our school's operations.

This role involves overseeing financial operations, managing the daily functions of the school office and site team, and administering personnel support services to ensure efficiency and effectiveness in all aspects of school operations.

The ideal candidate will have:

- Proven experience in managing and prioritising the flow of work in the school office.
- Experience in school finances including managing the purchase ledger, income collection and budget monitoring.

- Strong proficiency in IT-based management and financial information systems including payroll.
- A working knowledge of HR, with the ability to handle personnel matters effectively and confidentially.
- Excellent people skills, with the ability to communicate clearly and professionally with parents, staff, governors, and external stakeholders.
- A proactive and adaptable approach, with strong time management skills to handle multiple responsibilities efficiently and be able to adapt to a variety of situations. While direct experience in education is beneficial, we welcome applicants with transferable skills and a willingness to learn and grow within the role.

What we offer:

- A competitive salary and option to join the Local Government Pension scheme
- Professional development opportunities to further enhance your career
- A supportive and collaborative working environment
- Access to an Employee Assistance Programme including access to high street discounts

The successful candidate will:

- Have significant experience of working in administration.
- Have strong organisational skills and attention to detail.
- Be able to work independently and with initiative.
- Be able to prioritise workload and manage deadlines
- Have excellent communication skills
- Have a good working knowledge of Microsoft programmes such as Excel and Word.
- Have a professional manner and be flexible in their approach

To Apply:

We understand and want to support a healthy work – life balance, we welcome applications from candidates who require flexibility.

We are committed to diversity and inclusion and therefore welcome applications from all suitably qualified and experienced people.

Applicants are required to complete the following documents:

School Office Manager Application Form/Rehabilitation of Offenders Form/Reference Request Form

Applications should be sent to the school on the following email head@stmrc.uk , please do not send CV's. If you would like to arrange an informal discussion regarding the role please contact Emma Foulkes, Chief Financial Officer via cfo@olhoc.org.uk

Our Lady Help of Christians is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check with Child Barred List check.

All posts are offered subject to agreement to sign the Catholic Education Service contract of employment with Our Lady Help of Christians Catholic Academy Trust. We are committed to equality and welcome applications from all sections of the community. This role is not reserved and there is no requirement for the post holder to be a practising Catholic but should uphold our principles and values in all aspects of their employment.