



St. Paulinus Catholic Primary Academy



Inspiring all to live, learn and love in the light of Jesus.
(cf John 8:12)

Office Manager

Required to start as soon as possible,

(allowing for any required notice periods in current employment and subject to satisfactory safeguarding checks)

37 hours per week – Term time only + 5 days (salary pro rata)

Pay Scale: Grade 9

An exciting opportunity has arisen at St Paulinus Catholic Primary School and the Governors of St Paulinus are seeking to appoint a new inspirational Office manager to join our wonderful team.

We are looking for someone who is forward-thinking with the passion and commitment to build on the impressive achievements of our school so far and act as a driver for further improvement. The Post will be a permanent contract (following the successful completion of an induction period) and is to start as soon as the successful candidate is able to do so. The role will be interesting, varied and an exciting balance of a range of typical admin team duties and responsibilities, including supporting HR systems alongside whilst also having oversight of the premises team and the admin team. It would suit a person with experience from working in school but also a person who has experience of working in the private sector or in another admin team role.

The successful candidate will work closely with the Headteacher and the Senior Leadership Team within a very collaborative working environment in which they will feel valued and can thrive. They will be part of the face of the school and have the opportunity to get their teeth stuck into exciting projects to benefit their team, the school and the whole community.

We love our school and we want someone to join us who will also love St Paulinus Catholic Primary Academy and want the best for it's community.

St Paulinus Catholic Primary School is a happy, inclusive and creative school where children thrive and where innovation, initiative and creativity are encouraged. Our children are exceptional, keen to learn and all members of our school community are valued.

We offer:

- Well behaved children who have a love of learning at our school
- A friendly and supportive team with high morale who all champion children's well-being
- A warm and welcoming environment
- A strong vision for where we want the school to go in the future
- Excellent professional development and career enhancement opportunities
- Excellent induction and a support programme for all staff new to the school

This is a wonderful opportunity to work in a very popular school. We are blessed with great support from the parents and the parish. The staff are a friendly, supportive and caring team of dedicated professionals and they look forward to welcoming their newest member of the community.

The 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 applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.* Further information can be found at www.gov.uk/disclosure-barring-service-check

Application forms and further details are available from the school via email or they can also be downloaded from the school website : www.stpaulinuscps.org.uk Please note that all applicants must use the CES application forms. Non-Catholic applicants are welcome.

Completed application forms can be returned by e-mail or by post, addressed to the Headteacher – office@stpaulinus.org. And informal visits to the school or telephone conversations are warmly welcomed.

The closing date for applications is: 12pm on Monday 3rd October 2022

Interviews for the successful applicants will take place week commencing: 10th October 2022

The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill. The school is required to share some data with the Local Authority and the DfE.

Applicants will be considered on the basis of suitability regardless of religion, sex, race, marital status or disability. Disabled applicants who meet the essential criteria will be interviewed