



Contact Us

A full application pack is available from Hagley Catholic High School, by contacting the Principal's PA or downloading the pack from the Emmaus website:

Email - principalpa.hchs@emmausmac.com

Phone - 01562 883193

Online - www.hagleyrc.worcs.sch.uk

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact

Mrs T Brown: tbrown@emmausmac.com

Closing Date: 25th July 2025

Interviews: W/C 28th July 2025

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for a Student Services and Resources Manager

Required for 1st September 2025

Salary Range: Grade 5 SCP 7 - 11

(The postholder will start the position at SCP9)

Salary Range: Gross: £22,558.63 - £23,882.75

Hagley Catholic High School are looking to appoint a new member of staff to lead and manage our Student Services and Resources Department. This newly developed role as Student Services Manager requires a driven and passionate candidate with the needs of the child at the forefront of their practice and beliefs.

In the role the successful candidate will act as the school's Lead First Aider, Senior Mental Health First Aider and medical administrator. They will also manage the Resources and Reprographics Department with responsibility for large scale photocopying and printing, resource and stock management in terms of paper, medical supplies and stationery, and the school shop and pre-loved uniform.

We invite candidates who can demonstrate their ability to lead and manage excellent all-round administrative and first aid support in a busy secondary education environment.

The post holder will also lead and manage an Assistant First Aid and Resources Officer.

The ability to communicate effectively with our students and parents/carers whilst working within our policies and guidance, using your own initiative and being proactive is essential.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out online searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an online check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it at interview.



THE ARCHDIOCESE of BIRMINGHAM



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS