

ST. THERESA'S RC PRIMARY SCHOOL  
Whetstone Hill Road  
Derker  
Oldham  
OL1 4NA

Executive Headteacher: Mr C. Hanson

Telephone: 0161 770 3173  
Fax: 0161 770 3174  
Email: [info@sttheresas.oldham.sch.uk](mailto:info@sttheresas.oldham.sch.uk)

Office Administrator (Grade 2 Point 18)  
Fixed Term

2<sup>nd</sup> October 2017 (or as soon as possible afterwards) – 31<sup>st</sup> August 2018  
Working Hours: Monday – Friday: 8.30am – 4.30pm

We are looking for an office administrator to join our busy office team. The successful candidate must have an outstanding record of working well as a team member, demonstrates a positive and calm attitude and have experience of working to deadlines and an understanding of the importance of confidentiality.

We can offer you:

- a strong Catholic ethos
- positive, happy, well behaved children with excellent attitudes to learning
- a commitment to your personal development
- a friendly and supportive team
- very supportive governors and parents

St Theresa's R.C Primary School is committed to safeguarding and promoting the welfare of all pupils and expect all staff to share this commitment. Successful applicants will undertake an Enhanced Disclosure from the Disclosure and Barring Service.

Visits to the school are warmly welcomed and positively encouraged. Please contact the Executive Headteacher, Chris Hanson or the Head of School, Helen Williamson for an appointment on 0161 770 3173 or by email: [head@corpuschristi.oldham.sch.uk](mailto:head@corpuschristi.oldham.sch.uk).

All applications must be completed on the CES application form.

Closing date: 12pm on Monday 25<sup>th</sup> September  
Shortlisting: 1pm on Monday 25<sup>th</sup> September  
Interviews: Thursday 28<sup>th</sup> September