



Our Lady of Grace RC Primary School

Highfield Road, Prestwich, Manchester. M25 3AS

Tel: 0161 796 7254

E-Mail: olog@bury.gov.uk

Web: www.ourladyofgracerprimaryschool.co.uk

Headteacher: Mrs A K Casey B Ed (Hons) NPQH

PERSONAL ASSISTANT TO HEAD TEACHER / OFFICE MANAGER

Grade 10 (£23,441 to £25,627 per annum)

NOR: 439 (including nursery)

Contract: Permanent - 37 Hours per week Term Time plus 5 days

The Governors of this highly successful school are seeking to appoint an enthusiastic and highly motivated Personal Assistant to the Head Teacher / Office Manager.

We require:

- The energy, inter-personal and organisational skills to support the leadership and management of our school.
- The ability to manage the school office staff to ensure its smooth running.
- A willingness to contribute to the Roman Catholic ethos of the school.
- An individual who can act as an ambassador for the school and the Head Teacher in all matters.

We can offer you:

- A friendly welcoming school community with a strong Catholic ethos.
- A key role in the management of the school office.
- A committed, hardworking team of staff and governors.
- Happy, enthusiastic children, keen to learn and proud of their school.
- An opportunity for further professional development.

Visits to the school are warmly welcomed prior to application. To arrange a visit and receive an information pack contact Mrs L Barmby on 0161 796 7254 or e-mail

Lbarmby@ourladyofgracerprimaryschool.co.uk

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post is subject to an enhanced DBS check from the Disclosure and Barring Service. Employees of Our Lady of Grace RC Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. The successful candidate will be required to sign the Catholic Education Service (CES) contract.

Closing Date: 12 Noon Monday 5th February 2018

Short listing: Wednesday 7th February 2018

Interviews: Wednesday 14th February 2018

"Our Lady of Grace is an outstanding Catholic Primary School"
RE Inspection - June 2017

