



Admin Officer / MIS Data Officer

Grade 4

Contract: Permanent post - Term Time Only

To start: ASAP

Pay range: – Grade 4 NJC Main Scale

Key dates Timeline

Advert live - Tuesday 15th June

Candidates to view school 25th June

Closing date - Tuesday 29th June

Shortlisting - Thursday 1st July

Task - Friday 2nd July

Interviews - Wednesday 7th July

The Governors of St Bernard's R.C. Primary School are seeking to appoint Admin Officer / MIS Data Officer to join our school team.

The successful candidates will:

- Be practising Catholics or have a strong commitment to promoting and enhancing our Catholic ethos, and vision of 'a joyful, aspirational community rooted in faith'
- Be creative, and reflective teachers who nurture, motivate and inspire children to achieve their best
- Be highly organised, adaptable and able to work well as part of a dedicated team
- Be willing to make an active contribution to the broader life of the school

In return, St Bernard's R.C. Primary School can offer:

- A welcoming, supportive school community, with a strong catholic ethos
- A team of enthusiastic, hardworking staff who embrace new opportunities
- Enthusiastic, happy children who are eager to learn
- A strong commitment to professional and personal development
- Strong support from the Governors, and our parish community

St Bernard's R.C. Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Appointment to this post is subject to an Enhanced DBS Certificate with a check of the Children's barred list for the Child Workforce and satisfactory references.

The successful candidate will be required to sign the Catholic Education Service (CES) contract.

Please send completed applications to Chair of Governors, via email to jobs@st-bernards.manchester.sch.uk.

Candidates who have not been shortlisted by 6pm on 1st July, have not been successful on this occasion and we thank them for their interest.