



St Margaret Mary's RC Primary School
St Margaret's Road
New Moston
Manchester
M40 0JE

Tel & Answerphone: (0161) 681 1504
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Mr M Sutton, Headteacher

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website: www.st-margaretmarys.manchester.sch.uk
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St Margaret Mary's R.C. Primary School

St Margaret's Road

New Moston

Manchester M40 0JE

Tel: 0161-681-1504

Job Vacancy:

Administrative Officer – Attendance Lead (Permanent)

Grade 4

[35 hours per week/term-time only + 10 Days]

Required for 6th May 2019 or as soon as possible thereafter

The governors of this outstanding Catholic Primary School wish to offer this exciting opportunity to appoint a committed & enthusiastic individual to join our hardworking & friendly team, in the role of Administrative Officer. The successful candidate will demonstrate a strong commitment to the mission & Catholic ethos of the school.

This is a really exciting opportunity to be part of an innovative & forward thinking school.

We are looking for candidates who:

- Have a strong commitment to contribute to the Mission & Roman Catholic ethos of St Margaret Mary's.
- Are able to establish warm, effective working relationships with all, embracing the school Mission & Catholic ethos.
- Have experience & a clear knowledge & understanding of the systems that underpin the day-to-day administrative running of a school
- Are able to take a day-to-day & strategic lead on the monitoring & improvement of attendance
- Have energy, inter-personal skills, commitment and pay attention to small detail
- Are an exceptional team player & have excellent organisational & communication skills.
- Are able to work strategically & prioritise, working to timescales.



**We're working
towards Artsmark**
Awarded by Arts
Council England



**Pupil Premium
Awards 2016
Local Winner**
Primary schools with
published KS2 results



- Are highly organised, motivated and a proven team player

We can offer:

- A strong Catholic ethos where everyone is valued
- Fantastic, motivated staff & children who are eager to learn
- A collaborative, supportive working environment and positive ethos
- A warm, friendly & talented staff team who will support you.
- Inclusive and innovative practices, working alongside other Catholic schools & wider teaching school partnerships.
- A warm & welcoming parent body & school community
- A team that are committed to supporting & developing you
- Excellent professional development opportunities

The post is term time plus 10 Days – working hours 7:45am to 3:30pm, including a 45 minute lunch

For further information, please contact Mrs C. Whelan (School Bursar) c.whelan@st-margaretmarys.manchester.sch.uk or telephone 0161 681 1504

We would love you to come & visit St Margaret Mary's & warmly encourage & welcome all applicants to the school to meet Mr Sutton, the Headteacher & the staff. Please email m.sutton@st-margaretmarys.manchester.sch.uk to make an appointment or contact the school directly on the above telephone number.

Applications should be addressed to the Governing Body & for the attention of the Headteacher m.sutton@st-margaretmarys.manchester.sch.uk

Please see the School website & job vacancies tab for further information to apply, using the CES support staff application forms which are available to download:
<http://www.st-margaretmarys.manchester.sch.uk>

You will be required to sign the Catholic Education Service (CES) contract.

Applications may be sent either by email or by hand to the school

Closing date: Monday 25th March 2019 [12 noon]

Interviews: Over Wednesday 3rd April, Thursday 4th April & Friday 5th April 2019

St Margaret Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all of our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.

