



Diocese of Salford – Emmaus Catholic Academy Trust

**St Chad's RC Primary School
A Voluntary Academy
Balmfield Street
Cheetham Hill
M8 0SP**

Email admin@st-chads.manchester.sch.uk

**School Office Manager
Grade 5-6 (dependent on experience)
35 hours per week - term time only plus 10 days
Contract from February 2022 (or sooner)**

An exciting opportunity has arisen at St. Chad's, we are looking to appoint an exceptional individual who is efficient, hardworking, innovative and highly organised to fulfil the role of the school office manager. The post holder will be required to manage the administration team in order to promote the effective running of the school. The role also requires a high degree of confidentiality, providing administrative and financial support within school.

We are looking for someone who:

- Is experienced at working in a busy environment
- Has outstanding interpersonal skills
- Has exceptional communication and IT skills
- Is able to deal professionally with all stakeholders including: pupils, visitors, governors, parents/carers and members of the public
- Is experienced at line managing members of the administrative and site staff team
- Is respectful, inclusive and supportive of the Catholic mission and vision of the school

We can offer:

- wonderful children who love school and very supportive families
- a committed, hardworking and friendly staff team and supportive governors
- an attractive, stimulating and safe environment
- excellent links with the Diocese, the Emmaus Catholic Academy Trust and other local Catholic schools
- a commitment to your professional development and well-being

Closing Date: 26th January 2022

Interview: 31st January 2022

Please ask for an application form and supporting documentation from Cheryl Mason. Please send completed applications to admin@st-chads.manchester.sch.uk by **12 noon** on the 24th January 2022.

St Chad's Roman Catholic School is committed to safeguarding children and this commitment is reflected in our recruitment process.

The successful candidate will be subject to an enhanced DBS check, suitable professional references and proof of Right to Work in the UK.