

OFFICE MANAGER REQUIRED

Partnership of Catholic Schools



St Mary's Catholic Primary School
Bungalow Rd, Edlington
DN12 1DL

Part Time

Permanent

Required September 2026

Application forms can be requested, and should be returned to the school by emailing

Sarah.cashmore@francisxavier.co.uk

The Governing Body is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be subject to a range of safer recruitment checks in line with *Keeping Children Safe in Education*, including satisfactory references, online searches, and checks with previous employers.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be required to undergo an Enhanced DBS check, including a Children's Barred List check, as the role involves regulated activity.

Shortlisted candidates will be required to complete a self-declaration of their criminal record and suitability to work with children.

Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

Closing Date: Friday 10th July 2026, 12 noon

Interviews: Wednesday 15th July 2026

Salary Range:

Grade 8.22 – 8.28 (£30,039 – 34,900)

37 hours per week, Term-Time +8 days

The children, staff and governors of our schools would like to appoint an Office Manager to join our team

Requirements:-

- Fully support and uphold the school's Catholic ethos, vision and values
- Hold GCSEs (or equivalent) in English and Mathematics
- Have proven experience working in a busy administrative environment (school experience essential)
- Demonstrate excellent communication and interpersonal skills when working with parents, staff and external stakeholders
- Be confident communicating both face-to-face and via telephone with parents, agencies and visitors
- Be hardworking, reliable and exceptionally well organised
- Show a willingness to undertake further training and professional development
- Have a flexible and adaptable approach to work
- Demonstrate excellent time management skills and the ability to meet deadlines
- Remain calm, professional and efficient under pressure
- Work effectively both as part of a team and independently, using their own initiative
- Have high expectations of themselves and others
- Essential: Experience of Arbor & FMS/Access
- Proficient in Microsoft Office applications, including Excel and Word
- Excellent literacy and numeracy skills
- Proactive, yet able to follow instructions accurately
- Sound understanding of safeguarding procedures, with a commitment to implementing all policies and practices
- Line manage premises staff
- Support the school's financial processes, including producing invoices
- Assist in securing best value and contribute to grant and LCVAP applications
- Attend and contribute to finance meetings as required