

## SCHOOL OFFICE MANAGER

Required As Soon As Possible

- Salary:** £20,852 - £23,023 (FTE) (the salary will be pro rata of the FTE)  
NJC Scale points 8 - 13 (Grade G)
- Contract Type:** Permanent. Full Time (37 hours per week) Term Time (39 weeks) + 2 weeks

The directors, staff and pupils of this popular, family-orientated school are seeking to appoint an innovative, experienced and highly committed School Office Manager to be responsible for the effective management of the school's administrative and operational systems

**We are looking for someone special who:**

- has a willingness to contribute to the Catholic ethos of the school;
- has a good knowledge and understanding of operational business management;
- has the ability to lead, manage and motivate teams and be solution focussed;
- has highly developed interpersonal and communication skills, both verbal and written;
- is competent in the use of ICT packages including word-processing and accountancy systems;
- has a willingness to learn and a commitment to continuing professional development;
- is flexible, approachable and committed to the needs of the school.

**In return, we can offer you:**

- a caring ethos where everyone is respected and valued;
- a happy, vibrant working environment with dedicated, experienced and supportive staff and governing body;
- a commitment to continued professional development and an openness to innovative ideas that will benefit the school and its community;
- opportunities to develop your leadership and management skills within a friendly and forward-thinking Catholic school, as well continued professional development across the MAT and through work with our Trust Central Team;
- Investment in staff wellbeing.

**Our site staff are a pivotal team within our School family and provide an amazing service to our school and everyone in it. If you would like to join our team, we would love to hear from you.**

**We warmly welcome any visits to the school to see us in action.**

Application forms and documentation can be downloaded from the school website.

Should you have any queries regarding the post or application process, please contact Mrs M Zafar on 01234 401900

**Closing date: Friday 08<sup>th</sup> July 2022 (12pm midday)**

**Interview date: TBC**

**OUR LADY  
IMMACULATE**  
CATHOLIC ACADEMIES TRUST

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton. Bedford Catholic School forms part of the Trust along with ten Catholic primary schools and two Catholic secondary schools located across the geographical area of Northamptonshire and Bedfordshire



**ST JOHN RIGBY  
PRIMARY SCHOOL**

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Diocese of Northampton

**Visit [www.stjohnrigby.org](http://www.stjohnrigby.org) for further information**