



St Anthony's Catholic Primary School

A Voluntary Academy



Dunkery Road, Wythenshawe, Manchester, M22 0NT
Tel: 0161 437 3029, Email: admin@st-anthonys.manchester.sch.uk

Executive Headteacher: Mrs L Kelly, B.Ed., NPQH

PA/Office Manager

Start date: As soon as possible.

Salary: Grade 6, Points 27-31 (£24,657 - £28,221) this role is required all year round

Contract: Permanent, full time.

The Directors of the Wythenshawe Catholic Academy are seeking to appoint an experienced PA/Office Manager with school experience, to support the Headteacher and manage an extremely busy school office at this well respected three form entry primary school.

The candidate will have:

- Experience in supporting Headteacher/Senior Management
- Significant experience of working in and managing a team of administrative support staff in a busy school environment
- Experience of development, management and operation of administrative systems
- Good working knowledge of SIMS
- Ability to respond and produce complex data and confidential reports to a high standard
- Proficiency in operating various ICT packages

We can offer applicants the opportunity to work in a school which:

- Has a dedicated, caring and motivated team of staff, who work together to provide an excellent education for our pupils
- Values opportunities for CPD and encourages staff to continue to learn and develop their knowledge and skills.
- Is supported by a committed Governing Body.
- Benefits from very supportive parents/carers.

St Anthony's Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All postholders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check. Applicants should be willing to support the Catholic ethos of the school.

Please contact the Business Manager at the school on 0161 437 3029 for an application form, job description and person specification. All completed applications should be returned to the Business Manager at k.cooper@st-anthonys.manchester.sch.uk by the closing date. Applications will not be accepted from agencies.

Close date for applications: Midday Wednesday 17th October 2018

Shortlisting: Tuesday 30th October 2018

Interview date: Wednesday 7th November 2018

Visits to the school are welcomed and encouraged. Please contact the school to make arrangements.

*"Journeying together with Jesus Christ
We learn to love and love to learn"*