

## **St Joseph's RC Academy**

Diocese of Salford

*Required to commence as soon as possible*

**Job title:** School Office Manager  
**Grade:** LCC Grade 6, £27,269 - £31,067 FTE  
(£23,057 - £26,989 Pro-rata)

**Working Pattern:** 37 hours per week;  
8.30 am – 4.30pm; Monday-Thursday and  
8.30 am – 4.00 pm on Friday  
Term Time Only Plus One Week

**Contract Type:** Permanent

St Joseph's is an aspirational primary school which is part of Romero Catholic Academy Trust, serving the community of Todmorden in the Diocese of Salford. We pride ourselves on the achievements our pupils have made, through our excellent relationships with one another based on mutual trust and respect. The school sets high expectations for our pupils regardless of their starting points and our staff work tirelessly to enable pupils to reach their potential.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Joseph's RC Academy, wish to appoint an energetic, well-motivated Office Manager to provide an effective, high quality administration service. The post is an ideal opportunity for an experienced administrator who possesses effective IT skills.

We are looking for someone who:-

- Is confident in dealing with a diverse range of people
- Has excellent communication and organisational skills
- Is able to work in a pressurised and demanding role
- Has a positive mind-set and is forward thinking
- Has the ability to adapt and prioritise
- Is able to promote a safe, well-maintained environment for students, staff and visitors
- Is able to provide high quality administration as part of a team
- Is proficient with Microsoft packages
- Has experience of working in a school environment

We can offer you:-

- A dedicated, enthusiastic and professional school team who have a clear shared vision and wide-ranging expertise
- Children who are polite and eager to learn
- A committed governing body and Trust
- Hard working, committed and caring staff
- Supportive parents
- A warm, friendly environment, in which children are at the heart of all we do
- Good opportunities for professional development

If you feel you have the skills required, we look forward to hearing from you. If you would like to find out more about the position, please contact Mrs Rawlinson, School Business Manager on 01706 812948 or [sbm@stjosephs.romerocat.com](mailto:sbm@stjosephs.romerocat.com).

**Full details and application forms are available from our website:  
[www.st-josephs-tod.org.uk](http://www.st-josephs-tod.org.uk).**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date: Friday 14<sup>th</sup> March 2025 at 12.00 noon**  
**Interview Date: Friday 21<sup>st</sup> March 2025**

*St Joseph's RC Academy  
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