



Archdiocese of Birmingham
Diocesan Education Service



St. Joseph's Catholic Primary School

Rocky Lane,

Nechells,

Birmingham.

B7 5HA.

0121-464-8140

enquiry@stjosb7.bham.sch.uk

Part of the St Teresa of Calcutta MAC

One Senior Office Manager – Part time

One – Senior Office Manager

Grade 4, Point 23 to Point 31 - £30,151 to £37, 261 (pro-rata)

Position: Full time/Part time (36.5 Hours), Term-time only

Start Date: September 2023

Contract Type: Permanent

The Board of Directors, in partnership with the Archdiocese of Birmingham and the Local Governing Body are seeking to appoint 1 enthusiastic, highly motivated and inspirational Senior Office Manager to join our friendly, hard-working and dedicated team. The successful candidate will have the opportunity to work as part of either the Office team and be committed to providing high quality provision for our school.

St Joseph's Catholic Primary School prides itself on our strong team ethos and our exciting immersive curriculum. We are a one-form entry primary school in the Nechells area of Birmingham.

The successful candidate will, not only be part of the St Joseph's family, but will also have supportive and inspiring colleagues across the St Teresa of Calcutta MAC and the Caritas Christi in Urbe group of schools, as well as access to a range of CPD opportunities.

The successful applicant will:

- Has a firm commitment to the Catholic Ethos of the school;
- Has excellent communication and interpersonal skills, and can demonstrate effective teamwork/collaboration as part of a close hard working team;
- Have high expectations of themselves and others;
- Have proficient ICT skills and understands and can use a variety of ICT systems ;
- Be a positive role model for all members of the school community;
- Have the ability to form positive relationships with children, parents, visitors, governors and staff;
- Be committed to keeping our children safe;
- Will be fully involved in the wider life of the school.

We will offer you:

- A school that is committed to improvement;
- A warm and friendly environment;
- A dedicated team of supportive and friendly staff;
- Enthusiastic children;
- A commitment to your professional development;

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.



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Key dates:

Closing date: 10:00am – Monday 05th June 2023

Interview Date: Thursday 08th June 2023

Further details are available by emailing enquiry@stjosb7.bham.sch.uk

Application forms and supplementary documents are available to download from <https://www.stjosb7.bham.sch.uk/recruitment/> or contact the school office on 0121-464-8140. Only CES application forms will be accepted. All sections of the CES application form and relevant supplementary documents must be completed.

Application forms should be returned to the school: **Mrs M. Ashley**
recruitment@stjosb7.bham.sch.uk

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with Safer Recruitment guidelines, references will be taken up before interview, identity checks undertaken and if shortlisted a Google Internet search will be conducted. Any offer of employment to the above posts will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure & Barring Service. All applicants must be able to provide documentation to prove their right to work in the UK.

Our school Child protection and safeguarding policy can be found at:
<https://www.stjosb7.bham.sch.uk/pdfs/policy-safeguarding.pdf>