

St Thomas More Catholic Primary School
Oxford Road Kidlington OX5 1EA



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Archdiocese of Birmingham
The Pope Francis Multi Academy Company

St Thomas More Catholic Primary School, Kidlington
'With Christ we achieve, believe and create'

Office Manager

Required from: 19/11/2021

Salary Range: Grade 8

35 hours per week, Monday – Friday 8.30am – 4.30pm

Term Time plus 2 weeks (40 weeks)

Closing date: 8 November 2021- Interview date 11 November 2021

We are seeking to appoint a highly skilled and motivated Office Manager to join our very friendly school team.

This is an important role to manage the following:

- Smooth running of the school office
- Undertake complex financial administration procedures and assist with the budget
- Monitor and manage stock within an agreed budget
- Assist the Head teacher with HR and recruitment
- Be responsible for management of Health & Safety within the school
- Offer high quality support to the Head teacher and senior leaders
- The successful candidate will have excellent organisation and time management skills and be expected to multi-task, following direction from the Head teacher and senior leaders.
- You should be competent at using a range of IT packages and be able to work under pressure while maintaining a calm and professional manner at all times. A knowledge of SIMS, PSF, BPS and Google Drive would be beneficial but training will be given.

So if you are ambitious, inspirational, creative, open-minded, and want to be part of our success then we want to hear from you.

You will need to maintain a first aid certificate and be willing to undertake training.

Visits to the school are warmly encouraged and can be arranged by contacting the the school office.

Chair of The Board of Directors: Mr Paul Concannon

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

Providing outstanding education for our children with 'The Joy of the Gospel' at its heart

Please contact the school office for further information 01865 373674 or email office@stthomas-more.org.uk

We will comply with all Covid restrictions during any tours or visits to the school and during the interview process.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

St Thomas More Catholic School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices