



St Mary's Catholic Primary School, Woodbridge Road, Ipswich

Job Title: Office Manager

Salary: Grade 5 (Range £28,372 – £32,022)

5 days per week – 4 hours per day (time to be mutually agreed) 42 weeks per year

Job type - permanent

Required from 30th January 2023

St Mary's Catholic Primary is a highly successful school in the centre of Ipswich. We are part of the Our Lady of Walsingham Catholic Multi Academy Trust.

We are seeking to appoint an enthusiastic, experienced, efficient and pro-active candidate to manage our busy and supportive office.

The post holder will be responsible for managing the office, premises and health and safety, as well as completing administrative duties to support the leadership team, which will include clerking governor meetings.

The post-holder will have experience of working in an office, ideally a school office, and have excellent communication and IT skills. The ability to multi-task and to build positive relationships with all parents, children and staff is essential. Experience in safeguarding is desirable.

We are a distinctive, caring Catholic school, with a strong inclusive ethos where everyone in the community is valued. It is not a requirement of the role to be Catholic, but candidates should be sympathetic and support the Catholic ethos of the school.

Visits to the school are welcome and encouraged, by arrangement and after school hours. Please call 01473 728372.

Further details and the application form are available on the school website www.stmaryscatholicprimaryipswich.com

Application and contact details.

Completed applications should be emailed to: FAO The Headteachers, Mrs J Berry & Mrs J Measham, admin@st-marys-ipswich.suffolk.sch.uk

Closing date: Thursday 8th December 2022

Interview date: w/c 12th December 2022

We are committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required.