

ST WULSTAN'S
CATHOLIC PRIMARY SCHOOL



ST WULSTAN'S CATHOLIC PRIMARY SCHOOL
A member of *St Nicholas Owen Catholic Multi Academy Company*
Elmfield Walk, Stourport-on-Severn, Worcestershire DY13 8TX

Telephone: 01299 877808

Email: secretary@wulsev.worcs.sch.uk

Website: www.stwulstansprimary.org

Current number on roll: 186

Saint Nicholas Owen
Catholic Multi-Academy Company



Office Manager

37 hours per week Term Time Only

WNJC Grade 4 pt 18-21

The Academy Committee are seeking to appoint a highly enthusiastic, imaginative and inspirational Office Manager who will work alongside their colleagues to help shape the future of our school as it moves forward.

Our school has been judged as 'Good' by both Ofsted (September 2017) and the DES (January 2019), however, the Academy Committee are ambitious that we should be considered as an 'Outstanding Catholic' school in the near future.

We can offer:

- exceptionally well behaved children who enjoy their school and are motivated to learn;
- dedicated staff who are hardworking and passionate towards their roles and responsibilities;
- supportive academy representatives and parents;
- a commitment to your continuing professional development and career progression;
- strong, supportive links with our SNOMAC partner schools and the Church community.

We are looking for someone who:

- Holds a Level 3 NVQ qualification in Administration or relevant subject or equivalent qualification.
- Has very good numeracy and literacy skills.
- Has very good keyboard skills and can use ICT packages effectively.
- Is a team player who is committed to their own professional development and to that of their colleagues.
- Recognises and understands the Catholic ethos of our school.

The school welcomes applications from candidates of all faiths and backgrounds. Visits to the school are warmly welcomed and encouraged, please see the contact details below.

Applicants should use the **CES Application Form**. Please email finance@wulsev.worcs.sch.uk

St Wulstan's Primary School is a member of St Nicholas Owen Catholic Multi Academy Company which includes five primary and one secondary school. The company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check.

Visits to the school can be arranged with Sue Purcell (Office Manager) by telephone 01299 877808 or email: secretary@wulsev.worcs.sch.uk.

Application forms are to be submitted by midday on Friday 26th April 2019 to finance@wulsev.worcs.sch.uk. Shortlisting to take place on Monday 29th April 2019