

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](mailto:secretary@wulsev.worcs.sch.uk)

Website: [www.stwulstansprimary.org](http://www.stwulstansprimary.org)

Current number on roll: 180

Saint Nicholas Owen  
Catholic Multi-Academy Company



## Office Manager

**Required September 2019**

**37 hours per week Term Time Only**

**WNJC Grade 4 pt 18-21 (£16,139.50 – £17,568.70)**

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:

- Has a friendly and warm disposition as the welcoming face of school.
- 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 [head@wulsev.worcs.sch.uk](mailto:head@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 Mrs N Brown by telephone 01299 877808 or email: [secretary@wulsev.worcs.sch.uk](mailto:secretary@wulsev.worcs.sch.uk).

Application forms are to be submitted by midday on Monday 1<sup>st</sup> July 2019 to [head@wulsev.worcs.sch.uk](mailto:head@wulsev.worcs.sch.uk). Interviews to take place on Tuesday 9<sup>th</sup> July 2019.