

St John Fisher Catholic Voluntary Academy

Office Manager



Hours: 8am – 4pm Monday to Friday. Term Time plus 10 days.

Pay Scale & Salary: Grade 9, Point 23 - 26: £32,076 – £34,834 per annum FTE

Actual Salary: £28,320 - £30,755 per annum

St John Fisher Catholic Voluntary Academy is seeking a highly organised and articulate Office Manager to join our team.

This is an outstanding opportunity for the right candidate to take a pivotal role in driving the future of St John Fisher on its journey to becoming a great school. You will have enjoyed a range of experiences to date that will have prepared you for this role. You will have the highest expectations for our young people, staff and our wider community, underpinned by our Catholic ethos and mission and aligned with our Catholic virtues.

St John Fisher Catholic Voluntary Academy is an 11 – 18 school and part of the Blessed Peter Snow Catholic Multi- Academy Trust.

If you want to work in an Academy where you can make a real difference to young people’s life chances, whilst working within a partnership of Academies, committed to cooperation and collaboration to unlock talent and fulfill potential, then this post is just right for you. In return you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the Blessed Peter Snow Catholic Multi-Academy Trust.

We are looking for someone who:	In return we can offer:
<ul style="list-style-type: none"> Knowledge of schools systems is desirable 	<ul style="list-style-type: none"> the opportunity to work in a rapidly improving Academy with a talented and committed team of staff
<ul style="list-style-type: none"> Experience in a busy office environment 	<ul style="list-style-type: none"> a dynamic and thriving student body who deserve the best
<ul style="list-style-type: none"> Flexible and adaptable to suit the needs and requirements of the office manager and leadership team 	<ul style="list-style-type: none"> the support and shared purpose of the wider Trust
<ul style="list-style-type: none"> Able to remain professional when handling confidential material 	<ul style="list-style-type: none"> a competitive salary structure
<ul style="list-style-type: none"> An excellent communicator with both parents, children and staff 	<ul style="list-style-type: none"> excellent career opportunities and access to a comprehensive programme of professional learning and development
<ul style="list-style-type: none"> Confident with the use of Microsoft Office 	<ul style="list-style-type: none"> national networking opportunities
<ul style="list-style-type: none"> Aware of the importance of confidentiality and safeguarding of children 	<ul style="list-style-type: none"> a commitment to your own professional development

If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Anastasia Green on a-green@stjohnfisher.org.uk. Our application form for this post is available through our school profile on www.MyNewTerm.com. Application forms should be submitted by **12 noon on Friday 5th July 2024. Interviews will take place TBC 2024.**

Blessed Peter Snow Catholic Multi-Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2023), it is the applicant’s responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service (“the DBS”) and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). As part of our commitment to effective safeguarding we may conduct online searches of candidates.