



School Operations Coordinator
St Thomas More Catholic Secondary School

Salary Range - £31,364 - £34, 834 (FTE) – NJC Scale points 22 – 26 (Grade I)

Permanent from September 2024

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools, St Thomas More in Bedford and Thomas Becket in Northampton.

St Thomas More Catholic Secondary School is a successful, 11-18 secondary school in Bedford. In October 2023 the school was judged by OFSTED as GOOD in all areas, capturing some of what makes our school such a great place to work stating that we have a close-knit community with a strong 'family' ethos. Pupils appreciate and embody the school's Catholic values of faith, hope and love.

The school is seeking an experienced School Operations Coordinator to be responsible for the effective management of all the school's operational and school office administrative functions together with ensuring the provision of a high-quality PA and administrative support to the Headteacher and senior leadership team. Act as first line of contact for the Head and coordinate/liase directly with the Trust centralised functions, other schools within the wider Trust, parishes, parents, and other agencies. Lead and manage the school's administration systems and resources ensuring all requirements are assessed, developed, and maintained.

Further information about the school can be viewed on the school website: www.st-thomasmore.org.uk or on the Trust website www.olicatschools.org. To arrange a visit to the school and/or speak with the Head Teacher please contact the school by telephone: 01234 400 222 or by email at mbonner@stm.beds.olicatschools.org.

Applications can be submitted either via the schools website <https://www.st-thomasmore.org.uk/current-vacancies> or the Trust's vacancies page here: <https://www.olicatschools.org/joinus/currentvacancies>. This will invite you to apply online via the Trust's applicant tracking system MyNewTerm.

Interview date: week commencing 8th July 2024

Closing date for completed application by no later than noon on 5th July 2024.

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

