**St Mary Magdalene C of E Primary School**

Acting Headteacher: Mrs S Pearson



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| **Post:** | School Office Manager  |
| **Grade:**  | Grade 4 |
| **Responsible to:**  | Headteacher  |
| **Working Time:**  | 37 hours – TTO + 2 weeks  |
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Are you someone who is renowned for your reliability, practicality, and warmth? Can you think on your feet and problem solve?

If so, read on…

We’re looking for a School Office Manager who can provide order and structure in our school office! Our community needs someone who is excited by the prospect of organisation and who can act as a welcoming and friendly point of contact for all stakeholders. This is an exciting and varied role - you would need to feel confident in:

* performing a comprehensive range of high level tasks;
* overseeing financial related matters;
* monitoring operational services; and
* leading health and safety.

Still interested?

This role demands your whole heart and an unwavering commitment to our community. St Mary’s isn’t just a school; we are a brave and forward-thinking family where children come first. Staff here know that their work can change lives and because of this, we have the highest expectations of ourselves and others. If this sounds like your next step, you will need to be someone who:

* can put children at the heart of all their work;
* has the integrity to manage confidential information, to work hard and stay focused;
* is ready to work at pace in a complex landscape;
* is calm and practical, and uses this to guide the support they offer to others;
* has high levels of loyalty, resilience and emotional stability;
* has a courageous and altruistic approach to their work; and
* brings exceptionally high expectations to all that they do.

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If this is for you, be reassured that you will not be alone in this journey. St Mary’s is a proud partner academy of SNMAT. Being part of this Trust is unlike working for others because they share our drive to provide the very best quality of education for *our* children. We are not bound by corporate colours or policies, meaning that your input could truly make a difference to our provision. Critically, we are ego-free and work together to place the best interests of pupils at the centre of every decision and action.

If you’re interested in working with us, then please call the school for an informal discussion with our Headteacher in the first instance.

We are committed to safeguarding and promoting the welfare of children and would expect anyone joining our school to share the same ethos. All candidates are subject to safer recruitment procedures. The post is subject to an enhanced DBS disclosure.

Application forms and further details are available via email office@stmarys.snmat.org.uk or from our website: [www.stmarymagdaleneprimary.co.uk](http://www.stmarymagdaleneprimary.co.uk). All applicants should include supporting information which explicitly addresses the questions below, relating to the person specification:

* Why St Mary’s, why now?
* What would a colleague identify as your greatest strength…and your biggest weakness?
* When was your integrity last tested?
* Who don’t you admire – why not?

The closing date for applications is Friday 19th September 2025, 12 noon

Interviews will be held on Thursday 25th September 2025

