



St Augustine's Catholic Primary



Office Manager Grade 5 £22,183 - £27,741 FTE

Term time only plus teacher training days and two weeks within the school
summer holiday (41 weeks per annum)

Required as soon as possible

St Augustine's Catholic Primary School provides a good, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. We are a two-form entry school with capacity for 420 pupils and a 26-place morning nursery.

We have an opening in our administration department and wish to appoint an enthusiastic and talented Office Manager.

The successful candidate will:

- be an excellent team player
- be committed to providing an excellent support service to the children, staff, parents and local community
- have the ability to inspire and motivate
- have high standards and expectations
- demonstrate compassion and understanding when dealing with all stakeholders

St Augustine's Catholic Primary School became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School, Bishop Ullathorne Catholic Secondary School and Christ the King, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry Our Academy Motto is "Achieving together in Faith".

This is an exciting time to join our school as our school communities unite to strive towards an outstanding catholic education for all of our pupils. We are committed to professional development and believe that the right person can make a real difference. All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people. All appointments are subject to an enhanced DBS clearance. We are committed to safeguarding and promoting the welfare of children and young people.

For more information or to arrange a visit to the school, please contact the school, on 024 76596988.

Application packs are available on the school website:

<https://www.staugustinesprimary.net>

Closing Date: Noon on Friday 16th October 2020

Interviews: Thursday 22nd October 2020

Application forms should be emailed to Mrs Helen Forrest, Headteacher: headteacher@st-augustines.coventry.sch.uk