

# Office Manager

Salary: Grade 6, SCP 22 – 25

Contract: Part Time (21 hours per week)



The Emmaus Catholic Academy Trust and local governing body of St John Bosco RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Office Manager to join our friendly team.

Could this be you?

If so, you would work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of the school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

We can offer you:

- The opportunity to join our happy, successful and ambitious school
- Enthusiastic, caring pupils who are well behaved and eager to learn
- A supportive and friendly team
- Access to extensive CPD opportunities
- The opportunity to work within a growing Catholic Academy Trust

#### Contract/Hours of work:

- Part time – 21 hours per week
- Term time only + INSET days
- Permanent

#### Salary:

- Grade 6, SCP 22 – 25
- Pro-rated salary £17,123 (pay award pending)

#### Location:

- St John Bosco RC Primary School, Hall Moss Road, Blackley, M9 7AT

#### Start Date:

- 1<sup>st</sup> September 2026 or as soon as possible thereafter

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance. Evidence of ID for the successful candidate will be retained on file.**

Please contact the Headteacher for further details and/or to arrange a visit to the school – [contact@st-johnbosco.manchester.sch.uk](mailto:contact@st-johnbosco.manchester.sch.uk)

Closing date for applications:  
Wednesday 22 July at 9am  
Interviews will take place w/c Monday 27 July

# Job Description

The post holder will report directly to the Headteacher.

**Main purpose of the role: We are seeking an energetic and enthusiastic Office Manager to provide comprehensive administrative support to school staff to ensure the smooth day-to-day management of all key administrative functions.**

Key responsibilities:

- The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.
- You will work as an integral part of the school staff and be responsible for managing many key aspects of school operations such as management of the front office team, and providing administrative support to senior leaders.
- Ensure smooth running of the office and manage the front office to promote a welcoming and helpful environment, ensure the telephones are answered quickly and friendly and meet and greet all visitors
- Communicate with all staff effectively and efficiently and ensure that processes are streamlined across the school including management of events and calendars across Schools.
- Set high standards for customer service and attention to detail, providing first-class and professional service to all stakeholders.
- Work in alignment with the Senior Leadership Team through a dialogue of mutual respect and challenge in pursuit of the school's mission.
- Coordinate school trips and residential by organising travel and accommodation where required.
- Support the Headteacher with all financial matters in school, ensuring financial decisions are clearly linked to the school's strategic goals and agreed budget.
- Support with finance functions such as lunch orders, trips and residential payments are paid in a timely manner and parents are liaised with quickly.
- Manage and monitor contracts for the provision of support services and service level agreements at a school-level, including grounds, catering & cleaning.
- Manage, monitor and effectively maintain all aspects of the school's purchase ordering processes to ensure its effective operation according to agreed procedures
- Liaise with the central finance team re. invoicing issues or queries.
- Manage data input for Arbor Pay
- Under the direction of the Head Teacher arrange for staff cover.
- Manage the administration of the school's Single Central Record (SCR).

- In partnership with the Senior Leadership, be responsible for recruitment processes, in line with CAT policy and safer recruitment procedures including the administration of staff recruitment campaigns
- Ensure all pre-employment checks are completed, to include right to work, DBS clearance, medical clearance and ensure all staff have appropriate contracts of employment issued in a timely manner.
- Organise the induction for new starters.
- Ensure staff files are up to date and files are maintained.
- Oversee all volunteers and visitors to the school, have appropriate access (e.g. DBS) and are on the SCR.
- Update and maintain School HR System (SAM People) including the administration of absences.
- Provide administrative support to the whole school— assisting with student data, records, files and communications; oversee internal printing service, collating forms, surveys, issuing standard letters
- Have responsibility for inventory and procurement of stationery supplies, postage, phone, office furniture, and equipment.
- Coordinate general office systems and files, setting up new ones as necessary.
- Support the management of data systems and ensure data protection policy is complied with at all times.
- Co-ordinate end-of-year data on MIS systems and leavers destinations for year 6 pupils.
- Co-ordinate the new academic year and welcome packs for Nursery/Reception
- Communicate with all parents and take responsibility for proof-reading all external communications from the school that are sent to groups of parents/carers (eg. texts, emails, letters).
- Have an oversight of all events in school and ensure that they are well managed and organised.
- Support meetings and events as required – registration, helping participants book special requirements, preparing the venue.
- Act as a fire warden and first aider (training will be provided).
- Be responsible for maintaining Fire Grab Bags
- Be responsible for monitoring First Aid supply stocks and boxes.
- Support the Headteacher in the maintenance of school risk register
- Undertake Incident Reporting.



## Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus.
- CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

## Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

## General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
GCSE English and Maths at minimum Grade C/5	E
Experience	
Excellent written and verbal communication skills.	E
Competent in using Microsoft (particularly Excel).	E
Strong ability to manage multiple tasks and prioritise effectively, whilst ensuring attention to detail.	E
Strong organisational and time management skills: essential for meeting deadlines, prioritising tasks effectively, and maintaining a consistent workflow.	E
Experience of working in an education setting.	E
Have a knowledge and awareness of the regulatory framework around education and schools.	D
Ability to identify your own training and development needs and cooperate with the means to address these needs.	E
Excellent communication and customer facing skills.	E
Experience of using databases, data entry and manipulation.	E
Enhanced clearance with the Disclosure and Barring Service (DBS) and Preemployment Occupational Health Questionnaire.	E
Skills and Aptitudes	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E
The flexibility to adapt to changing workloads demands and new school challenges.	E
Ability to build strong relationships with students, parents, and staff.	E
Personal commitment to continuous self-development.	E
Personal commitment to the school's professional standards, including dress code as appropriate.	E
Ability to drive forward change and motivate staff.	E
Ability to effectively present complex written and verbal information to a variety of audiences	E

Ability to work under pressure and to tight deadlines.	E
The capacity for sound judgement in complex situations.	E
Excellent communication, negotiation and persuasion skills, with internal and external audiences.	E
<b>Special Requirements</b>	
Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.	E
Willingness to undergo minor first aid training.	E



St John Bosco RC Primary School  
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Blackley  
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M9 7AT

T: 0161 740 7094

E: [contact@st-johnbosco.manchester.sch.uk](mailto:contact@st-johnbosco.manchester.sch.uk)

Applications must be made using the CES application form, available from the school website.

**Closing date:** Wednesday 22 July 2026 at 9am

**Interviews will take place:** Week beginning 27 July 2026

Please return completed application forms and supporting documents to [contact@st-johnbosco.manchester.sch.uk](mailto:contact@st-johnbosco.manchester.sch.uk)

