



# St Joseph's Catholic Primary School, a Voluntary Academy



Crownest Road, Bingley, BD16 4HQ  
01274 564883 <https://stjosephsbd.schooljotter2.com/>

**REQUIRED FROM OCTOBER HALF TERM OR AS SOON AS  
POSSIBLE:**

## **Office Manager**

**37.5 hours per week 8.30am-4.30pm, Permanent, Term Time + 1 week  
Band 8 SCP 17-22, scale 6 18-22, depending on experience.**

**NOR 202**

### ***'Learning with Jesus, to be the best we can be'***

**The Governors at St Joseph's are seeking to appoint a committed, highly motivated, experienced and enthusiastic Administrative Assistant to support the school.**

At St Joseph's, we are committed to 'learning with Jesus, to be the best we can be'. At our school, our children love, care and share. We have wonderful children and extremely dedicated and supportive staff, governors and parents.

#### **We need someone who:**

- is in sympathy with and supportive of the aims and ethos of a Catholic school
- has a good sense of humour, is approachable and can build positive relationships with parents, pupils and staff
- is able to work as part of a close team to achieve the very best for our children
- Provide an effective and efficient comprehensive administrative service, including a good knowledge of SIMs, payroll systems etc.
- GCSE Grade C or above in English and Mathematics (or equivalent).
- Provide clerical, administrative and secretarial support.
- Support budget matters relating to the school including planning, monitoring, managing expenditure, evaluating, production of financial information to assist in the completion of internal and external financial requirements and audits, undertaking complex calculations as appropriate and accounting/banking etc. Have good communication skills with a caring and patient manner.
- Have a professional telephone manner with the ability to liaise with parent/cares, colleagues and external agencies.

#### **We can offer you:**

- a school where children feel happy, are motivated and keen to learn
- a dedicated, supportive team of staff and governors
- an opportunity to work in a good school that has a strong, caring Catholic ethos

**For further details please contact Mrs Clare Howarth on 01274 564883.**

**Applications need to be completed on a CES application form which can be downloaded from our website: <http://www.stjosephs.ngfl.ac.uk/>, or available to collect at the school office.**

**Closing date: Friday 16th October 12pm. Interviews: Wednesday 21st October**

***The school is committed to a rigorous implementation of our safeguarding policy.***

***All successful applicants will be subject to an enhanced DBS check.***