



# *Sacred Heart RC Primary School*



*Headteacher: Mrs J. Botham*  
*Knutsford Road, Gorton, Manchester, M18 7NJ*  
[admin@sacredheart-jun.manchester.sch.uk](mailto:admin@sacredheart-jun.manchester.sch.uk)  
[www.sacredheartschool-gorton.org.uk](http://www.sacredheartschool-gorton.org.uk)  
*Telephone – 0161 223 0231*

*‘Where Every Heart is Sacred’*

## **Administrative Officer – Permanent, Full-Time Vacancy**

**Salary:** Grade 4 £25,584 to £27,269 (pro rata, actual £22,066 to £23,519)

**Working Pattern:** 35 hours per week. Term time only plus 5 INSET days.

**Start Date:** As soon as possible

Due to a recent promotion, the governors of Sacred Heart RC Primary School wish to appoint an enthusiastic, organised and self-motivated Admin Officer to join our hardworking and dedicated staff. This is a key role within the life of the school, often being the first point of contact for children, parents/carers and visitors. We are looking for an Admin Officer who:

- Loves working with children and being part of a school community
- Is a solution-focused, flexible and approachable team player
- Thrives in a busy administrative environment and can manage competing demands
- Has high standards of English, maths and IT skills
- Has excellent organisational and communication skills (oral and written)
- Is able to plan, prioritise and manage their own workload, meeting set deadlines
- Maintains a calm, positive and professional manner at all times
- Is committed to their own professional development
- Is prepared to work hard in the best interests of our children, families and staff
- Is committed to inclusion, particularly for children with SEND
- Is supportive of the Catholic ethos of the school (you do not need to be Catholic to apply)
- Is able to offer a warm, welcoming and professional front-of-house experience, including during busy or challenging times
- Can build positive and constructive relationships with pupils, parents/carers and staff and external visitors





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We offer:

- A distinctive and caring Catholic ethos
- An Employee Assistance Programme
- Supportive parents and an experienced, dedicated staff team
- Excellent opportunities for professional development and career progression
- A friendly, inclusive and supportive working environment
- Well-behaved, motivated and friendly children
- Governors and a leadership team who prioritise well-being and are committed to supporting all staff to ensure that our children receive the high-quality education they deserve

Visits to the school are warmly welcomed and can be arranged by calling the school office.

Sacred Heart RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and shortlisted candidates may be subject to online searches as part of our due diligence checks.

An application pack is available on the school website: [Sacred Heart Vacancies](#).

Please return completed applications to our School Business Manager, Mrs H Ellis, at: [finance@sacredheart-jun.manchester.sch.uk](mailto:finance@sacredheart-jun.manchester.sch.uk)

**Closing date:** Monday 23<sup>rd</sup> February 2026

**Shortlisting:** Tuesday 24<sup>th</sup> February 2026

**Tasks and interviews:** Wednesday 4<sup>th</sup> March 2026

