

The Governors of St Patrick’s RC Primary School wish to appoint someone who is hardworking, flexible and efficient to join our school.

**Permanent, term time + 10 days. Grade 6 -36.66hrs per week – Salary £32,076 – 35,745 (Pro rata).**

**Start date. As soon as possible**

The successful candidate will play a pivotal role within school by leading and managing Finance, Personnel, Premises and Health & Safety along with management of our Administrative team and functions. St. Patrick’s Primary is a one form entry school with a Nursery.

We can offer you:

• A happy and supportive working environment with high expectations and standards

• A welcoming, friendly and talented staff team and a supportive Governing Body

 • Excellent opportunities for professional development

 • Enthusiastic, welcoming and friendly children

The successful candidate will be required to commence as soon as possible.

If you would like further information about the school, please visit the school website. [www.st-patricks.oldham.sch.uk](http://www.st-patricks.oldham.sch.uk).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Applicants are advised that by applying for this position they are declaring that they are not subject to any immigration controls or restrictions that prohibit them undertaking work in the UK, and that they are able to provide proof of their Right to Work in the UK if they are invited to attend an interview.

Appointment to this post is subject to an enhanced Disclosure and Barring and background check.

The school will carry out an online search as part of their due-diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2023.

If you would like to visit school or would like an application pack please contact Margaret Webbon at the school office on 0161 633 0527 or email info@st-patricks.oldham.sch.uk.

Closing date for applications 12noon on Thursday 2nd May 2024

Shortlisting on Monday 6th May 2024

Interviews Friday 17th May 2024