

**Job Type:** School Administrator

**Contract:** Full time (Term time plus 10 days)

**Contract Type:** Permanent, term time plus 10 days.

**Start Date:** 6.1.2025

**Pay Scale:** Grade 3, scale point 7-11, Salary £25,584-£26,835 pro rata for weeks worked.

**What we are looking for:**

Emmaus Catholic Academy Trust are seeking to appoint a School Administrator at Holy Family Primary School, Oldham.

**The successful candidate will:**

- Be supportive of the ethos of our Catholic school;
- Be committed to safeguarding our pupils;
- Continue to promote positive relationships with children, parents and other stakeholders;
- Be polite, courteous, friendly and supportive to our families and visitors
- Have excellent organisational skills and can work under pressure and to strict deadlines;
- Be computer literate and have experience with Word and Excel packages.
- Have good numeracy, literacy and communication skills.

**We offer:**

- A supportive and welcoming staff team who have a willingness to share ideas, energy and a drive to continued improvement;
- Children who are highly motivated and enthusiastic learners;
- Opportunities for continued professional development.

**Safeguarding:**

Emmaus Catholic Academy Trust and Holy Family 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. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

Please return your completed application, consent to obtain references and recruitment monitoring forms to Leanne Ordano at the above address or via email to [Leanne.Ordano@holyfamily.oldham.sch.uk](mailto:Leanne.Ordano@holyfamily.oldham.sch.uk)

The successful applicant's appointment will be subject to satisfactory clearance by the Disclosure and Barring Service and receipt of satisfactory references.

**Closing date: Monday 2<sup>nd</sup> December at 2pm.**

**Interviews: Thursday 5<sup>th</sup> December and Friday 6<sup>th</sup> December**