

Diocese of Hexham and Newcastle in partnership with Durham local Authority



**St Wilfrid's RC Primary School,**  
Murphy Crescent, Bishop Auckland, Co. Durham, DL14 6QH  
**Telephone:** 01388 603451  
**Email:** [stwilfrids@durhamlearning.net](mailto:stwilfrids@durhamlearning.net)  
[www.st-wilfrids.durham.sch.uk](http://www.st-wilfrids.durham.sch.uk)



## Office Manager

Grade 6 £21 748 - £24 491 (Pro –rata) Full-Time 37 hours  
(Term Time Only + 10 days) **8.30 – 4.30 pm**

**Head teacher:** Miss J Sands  
**Tel:** 01388 603451  
**Website:** [www.st-wilfrids.durham.sch.uk](http://www.st-wilfrids.durham.sch.uk)  
**Email:** [stwilfrids@durhamlearning.net](mailto:stwilfrids@durhamlearning.net)  
**Number on roll:** 213 (includes 12 Nursery)

### Required from December 2021

The Governors at St Wilfrid's RCVA Primary School are seeking to appoint a flexible, pro-active, highly motivated Office Manager. The post holder will be responsible for the efficient management of a busy School office. The successful candidate will have previous school experience including establishing and maintaining School based systems such as SIMS.net and FMS.

Application forms and further details are available from school by emailing [stwilfrids@durhamlearning.net](mailto:stwilfrids@durhamlearning.net) or downloaded from this website [www.st-wilfrids.durham.sch.uk](http://www.st-wilfrids.durham.sch.uk) ..

Application forms should be returned to the school.

Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

St Wilfrid's RCVA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and references and all posts are subject to a six month probationary period.

Closing date for applications is **Friday 15 October 2021**  
Interviews will be held on week commencing **1 November 2021**