

St. Joseph's Catholic Primary School, Oxford

'Let us protect with love all that god has given us'

Headley Way, Headington, Oxford, OX3 7SX

Telephone: 01865 763357 Fax: 01865 308436

Email: office.3838@st-josephs-pri.oxon.sch.uk

Website: www.st-josephs-pri.oxon.sch.uk



Headteacher: Ms J Tweedie

Office Manager

Start date: 1st September 2025

Salary Grade - Grade 8

Hours - 35 hours per week term time only (with two weeks additional for overtime accrued)

The Office is the hub of our school, the interface with families and is essential for the running of our broad curriculum. We are a diverse, two form entry school in the heart of Oxford City.

We are a supportive school and encourage all staff to engage with CPD opportunities and career progression. We have recently embarked on Relational School Training with all of our staff. This role has become available as our current office manager is moving to a new role within the school.

This post does not require applicants to be Catholic, but the candidate will be willing to embrace the ethos of our school. As an inclusive school, we welcome applications from everyone.

Do you have the skills, vision, and experience to sustain excellence within our office provision and environment?

As an Office Manager you will have exceptional office skills and the successful candidate will:

- be organised, adaptable and a good communicator
- be able to work effectively as part of a team
- be open to innovative ideas and willing to try new initiatives
- be able to inspire and lead in our office
- freely take the initiative to improve the quality of provision for all children
- have excellent computer skills

In return we can offer the successful candidate:

- a dedicated office and school team
- a commitment to your professional development
- wonderful, enthusiastic, and motivated pupils with supportive families
- a positive school ethos that celebrates success and is committed to inclusion
- the support of a collaborative leadership team

Please come and visit us so we can share our vision for our school as we develop our offer to our children. Our aim is to equip the children with the knowledge and skills needed to care for the world in which we live and to create a warm and welcoming school. We welcome applications from people who share this vision and passion.

Please contact Mrs Ginevra Sproat in the school office on 01865 763357 or via email admin.3838@st-josephs-pri.oxon.sch.uk or Ms Jess Tweedie, the headteacher.

For further information please see our vacancies page on our website at the following link <https://www.st-josephs-pri.oxon.sch.uk/about-us/vacancies>

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed. **Keeping our pupils safe is our first priority. We follow safer recruitment practices as per KCSIE and will rigorously take up and check references and carry out an internet check as per guidance.**

PLEASE ENSURE YOU COMPLETE THE CES APPLICATION FORM for Support Staff available on the school website and return it directly to the school office via email to admin.3838@st-josephs-pri.oxon.sch.uk for more information about the application process please call the office on 01865 763357. Applications on the County Council form will not be considered.

Closing Date: noon Wednesday 11th June 2025

Interviews: Friday 13th June 2025