# Our Lady & St Anne’s Catholic Primary School

**Summerhill Terrace**

**Newcastle Upon Tyne**

**NE4 6EB**

**0191 2325496**

**Office Manager**

**Salary £25,991 - £28,672 per annum pro rata,**

**actual £22,222 - £24,515 per annum**

**Full Time 37 hrs per week, term time only plus 5 Training days**

**Temporary Contract: 1-year secondment cover**

**Required for September 2021**

The Governors are seeking to appoint a suitably qualified enthusiastic and well motivated person to join our team.

We are looking for someone who:

* Supports the Catholic ethos of our school
* Is extremely organised
* Has high expectations
* Works as part of a team to achieve very high standards
* Has a good sense of humour!

The Governing Body is strongly committed to safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.

Application forms and further details are available on the school website only.

**www.olsa.org.uk.**

Completed applications are to be returned by email to the School Business Manager at [recruitment@olsa.org.uk](mailto:recruitment@olsa.org.uk)

**Closing Date: 12 noon Friday 27th August 2021**

**Shortlisting: Tuesday 7th September 2021**

**Interviews: TBC**