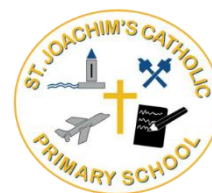


**St Joachim's Catholic Primary School**  
**Office Manager required for September 2025**



(part of our Lady of Grace Catholic Academy Trust)  
Chargeable Lane, London, E13 8DW Tel: 0207 476 1785  
Email: [jobs@st-joachims.newham.sch.uk](mailto:jobs@st-joachims.newham.sch.uk)  
[www.ourladyofgraceacademy.org.uk](http://www.ourladyofgraceacademy.org.uk)  
Headteacher: James Allen



*St. Joachim's Catholic Primary school situated in a vibrant and changing part of East London, with excellent travel links. We welcome visits to the school by interested persons.*

**Salary:** PO1 27-30 (£39,855 - £42,324)  
**Contract type:** Full time, term time plus two weeks ( 37 hours per week)  
**Contract term:** Permanent contract  
**Start date:** September 2025 (earlier if available)

St. Joachim's is a caring and friendly Catholic primary school and is part of a growing Catholic Academy Trust. We are committed to inclusive education and work as a close knit team to raise standards through a rich and creative curriculum. Have a look at our websites, which provide a good insight into the life of our school and our Trust.

We can offer you:

- an outstanding Catholic school with motivated and enthusiastic pupils
- an excellent school ethos with strong links with the parish community
- long standing and committed leadership
- a supportive board of trustees and governors
- supportive parents
- excellent opportunities for personalised CPD
- a comprehensive professional support network
- personal welfare package
- excellent working facilities

The successful candidate will enjoy a busy and varied working schedule, liaising with staff, parents, pupils and visitors to the school. In addition the successful candidate will have responsibility for the day to day financial administration at the school and will support the Trust's central team in maintaining our finance records.

There is a substantial amount of computer work involved in this role, so experience of using different information platforms is a must. Training will be provided for specific systems, such as Arbor, our management information system, PS Financials and using the Google cloud.

We are looking for someone who will support our Catholic ethos with a positive and proactive approach to their work, who is bright and enthusiastic with an outgoing disposition. Professionalism at all times and an ability to work well with the team, but to also work efficiently without direction are prerequisites for this position. A minimum of GCSE or equivalent qualifications in English and maths are desirable as well as an excellent spoken and written English.

**Shortlisted candidates will be required to take numeracy and literacy tests, an admin task and have a school based interview.**

Application form and further details please apply online at [www.st-joachims.newham.sch.uk](http://www.st-joachims.newham.sch.uk) or telephone 020 7476 1658. Applications to be returned by email to [jobs@st-joachims.newham.sch.uk](mailto:jobs@st-joachims.newham.sch.uk) or in person to the school office.

If you have not received any notification before the interview date, please presume that your application has been unsuccessful.

**Closing Date: 12.00 noon on Wednesday 9<sup>th</sup> July 2025    Interviews: W/C 14<sup>th</sup> July 2025**

*Applicants are informed that if appointed to this post their contract of employment will be with Our Lady of Grace Catholic Multi Academy Trust, who is the employer. A CES contract will be issued to the successful candidate.*

*Our Lady of Grace Catholic Multi Academy Trust & St Joachim's Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Appointment is subject to a satisfactory*

*enhanced disclosure from the Disclosure and Barring Service.*