



ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL

Manor Park South, Knutsford, WA16 8AL

Tel: 01565 633637

Email: admin@stvincents.cheshire.sch.uk

Website: www.stvincents.cheshire.sch.uk

Number on roll: 200

Required from 1st September 2025

Part Time Office Manager – 25 hours per week (mornings)

Salary: Grade 6, SCP 12-17 (£27,711 - £30,060) pro-rata, 42 weeks (term-time plus 3 weeks) (depending on experience)

St Vincent de Paul Catholic Primary School is a semi-rural, one form entry school situated in Knutsford, Cheshire. The school was graded as Good by Ofsted in November 2022 and as Outstanding by the Diocese in its Denominational Inspection in March 2019.

The Head teacher and Governors of this popular and very happy school wish to appoint a professional, highly motivated and enthusiastic Office Manager to join our hard-working and very supportive staff, and to play a pivotal role in our school's operations. This role involves overseeing financial strategy and operations, managing the daily functions of the school office and site team, and administering personnel support services to ensuring efficiency and effectiveness in all aspects of school operations.

The ideal candidate will have:

- Proven experience in managing and prioritising the flow of work in the school office.
- Experience in school finance management, including budgeting, forecasting, statutory reporting, and overseeing budget.
- Strong proficiency in IT-based management and financial information systems including SIMS, ParentPay and Unit 4.
- A working knowledge of Education HR, with the ability to handle personnel matters effectively and confidentially.
- Excellent people skills, with the ability to communicate clearly and professionally with parents, staff, governors, and external stakeholders.
- A proactive and adaptable approach, with strong time management skills to handle multiple responsibilities efficiently and be able to adapt to a variety of situations.

While direct experience in education is beneficial, we welcome applicants with transferable skills and a willingness to learn and grow within the role.

For further information and an application form, please contact Mrs Watson, School Business Manager on 01565 633637 or via email admin@stvincents.cheshire.sch.uk. Completed application forms should be returned to the school by email admin@stvincents.cheshire.sch.uk no later than 12:00 noon on 25th June. Interviews will take place on 3rd July (AM).

Please be advised that we are unable to provide feedback on the shortlisting process. If you do not hear from us by 27th June, please consider your application unsuccessful on this occasion.

St. Vincent's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS check and references will be taken up prior to interview.

