



Application Pack

OFFICE MANAGER



EMMAUS
CATHOLIC ACADEMY TRUST



Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Office Manager at English Martyrs' RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Office Manager will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of English Martyrs' are very much looking forward to recruiting a highly effective Office Manager. The successfully appointed candidate will join the English Martyrs' community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



MISSION

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- To be of service to society

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
 Guide us on the path toward our destination,
 and renew our strength as we continue to walk and commune with you.
 Open our eyes, so we see the signs of your presence around us;
 open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.
Amen.

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.



SALFORD CATHEDRAL



English Martyrs RC Primary School
Wycliffe Rd, Urmston, M41 5AH
TEL: 01617487257
EMAIL: admin@englishmartyrs.trafford.sch.uk

Thank you for your interest in the role of Office Manager at English Martyrs' Roman Catholic Primary School.

As the Chair of the Governing Board, I am delighted to welcome you to our school and parish community.

The Office Manager is at the heart of the school's daily operations, ensuring that everything runs smoothly, efficiently, and with a warm, welcoming approach for pupils, staff, parents, and visitors alike. This role goes far beyond administration; it is a position of trust, organisation, and leadership that underpins the effective functioning of the entire school.

Working closely with the Headteacher, governing board and Emmaus Catholic Academy Trust, the Office Manager provides essential support in areas such as HR, communication, finance, attendance and safeguarding processes. They are often the first point of contact for families and play a key role in shaping the school's professional and caring ethos. Their ability to manage competing priorities, maintain confidentiality, and foster positive relationships is fundamental to creating a safe and supportive environment for all.

We recognise that a skilled and dedicated Office Manager contributes significantly to the success and wellbeing of the school. Their commitment helps ensure that staff can focus on teaching and learning, while parents and carers feel informed and supported. It is a role that requires resilience, attention to detail, and a genuine passion for working within an educational setting.

If you feel that you have the skills, commitment and personal attributes that this post requires, we would welcome your application.

Yours Faithfully,

Father Kieren Mullarkey

Chair of Governors

OFFICE MANAGER

Salary: Trafford Band 5, SCP19-22, £32,061 - £33,699

Approx. £28,776 - £30,246



The Emmaus Catholic Academy Trust and local governing body of English Martyrs' are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Office Manager to join our friendly team. Could this be you?

If it was you, you would:

- Strategic leadership of all the support functions within school, to include but not limited to estates management, finance, HR and the training and development of staff, ensuring all policies, procedures and systems are in place.
- Provide business support with prompt and accurate reporting to the Headteacher and Local Governing Body
- Responsible for the management of support staff across the school.
- Responsible for management of the school's support function in collaboration with the CATs central team.
- Work closely with the central finance team with regards to budget monitoring and transactional processing
- Responsible for the school's HR function and processing for payroll

If so, we are looking for:

- Experienced in Health and Safety issues
- Understand the culture and climate of educational settings
- Working practice of the following systems would be beneficial; PS Financials, Iris, Orovia, Evolve and IAM compliant.

- Possess a good understanding of estate management, finance and HR administration
- Work positively and inclusively with colleagues, parents and all stakeholders
- Demonstrate a robust business acumen combined with outstanding leadership skills
- A strong self-motivator driven to achieve tasks, overcome challenges as well as providing direction for others

Contract/Hours of work: Permanent, Full Time, 36.25hrs per week.

Term Time Plus Two Weeks

Salary: Trafford Band 5, SCP19-22, £32,061 - £33,699
Approx. £28,776 - £30,246

Location:

English Martyrs' RC Primary School,
Wycliffe Road,
Manchester
M41 5AH

Line Management: The Headteacher

Key contacts: Emmaus Catholic Academy Trust

Please contact Jodie Urmston, Office Manager at Emmaus Catholic Academy Trust for further details and application form; recruitment@emmauscat.com

Closing date for applications: Friday 17th April
Interviews will take place during the week commencing Monday 20th April



OFFICE MANAGER

Job Description

The post holder will report directly to

Main purpose of the role: We are seeking an energetic and enthusiastic Office Manager to provide comprehensive administrative support to school staff to ensure the smooth day-to-day management of all key administrative functions.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- You will work as an integral part of the school staff and be responsible for managing many key aspects of school operations such as trips and residential bookings and providing administrative support to senior leaders.
- Communicate with all staff effectively and efficiently and ensure that processes are streamlined across the school including management of events and calendars across Schools.
- Set high standards for customer service and attention to detail, providing first-class and professional service to all stakeholders.
- We are looking for a detail-oriented individual who will bring their enthusiasm and can-do attitude to the role.
- The position requires a meticulous, proactive, solution-focussed approach to supporting the staff's administrative needs. As the Office Manager, you will provide comprehensive administrative support to the team to ensure the smooth day-to-day management of all key administrative functions.
- Work in alignment with the Senior Leadership Team through a dialogue of mutual respect and challenge in pursuit of the school's mission.
- Act as a fire warden and first aider (training will be provided).
- Coordinate school trips and residentials by organising travel and accommodation where required.

- Manage the administration of school's Single Central Record and recruitment of new staff.
- Provide administrative support to the whole school—assisting with student data, records, files and communications; oversee internal printing service, collating forms, surveys and issuing standard letters.
- Ensure smooth running of the office and manage the front office to promote a welcoming and helpful environment, ensure the telephones are answered quickly and friendly and meet and greet all visitors.
- Have responsibility for inventory and procurement of stationery supplies, postage, phone, office furniture, and equipment.
- Coordinate general office systems and files, setting up new ones as necessary.
- Support the management of data systems and ensure data protection policy is complied with at all times.
- Communicate with all staff effectively and efficiently and ensure that processes are streamlined across the school via the events calendar, google calendars and website calendar.
- Co-ordinate end of year data on MIS systems and leavers destinations for year 6 pupils.
- Co-ordinate the new academic year and welcome packs for Nursery/Reception pupils
- Communicate with all parents and are responsible for proof-reading and authorising all external communications from the school that are sent to groups of parents/carers (eg. texts, emails, letters).
- Have oversight of all events in school and that they are well managed and organised.
- Under the direction of the Head Teacher, arrange for staff cover.
- Support with finance functions such as lunch orders, trips and residential payments are paid in a timely manner and parents are liaised with quickly.

- Support the senior leadership team to administer recruitment processes and interviews so that candidates have an excellent experience prior and at interview.
- Ensure staff files are up to date and files are maintained.
- Oversee all volunteers and visitors to the school, ensuring they have appropriate checks (eg. DBS) and are on the SCR.
- Organise the induction for new starters, including office furniture and IT requirements, issuing employee handbooks and policies.
- Coordinate DBS, prohibition, ID, overseas teachers record checks for staff.
- Manage the recruitment process and paperwork for all vacancies, including advertising, application packs, compiling applicant lists, supporting shortlisting and interviews, reference requests and making any access arrangements for interviews and testing.
- Support meetings and events as required – registration, helping participants book, special requirements, preparing the venue.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.

- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

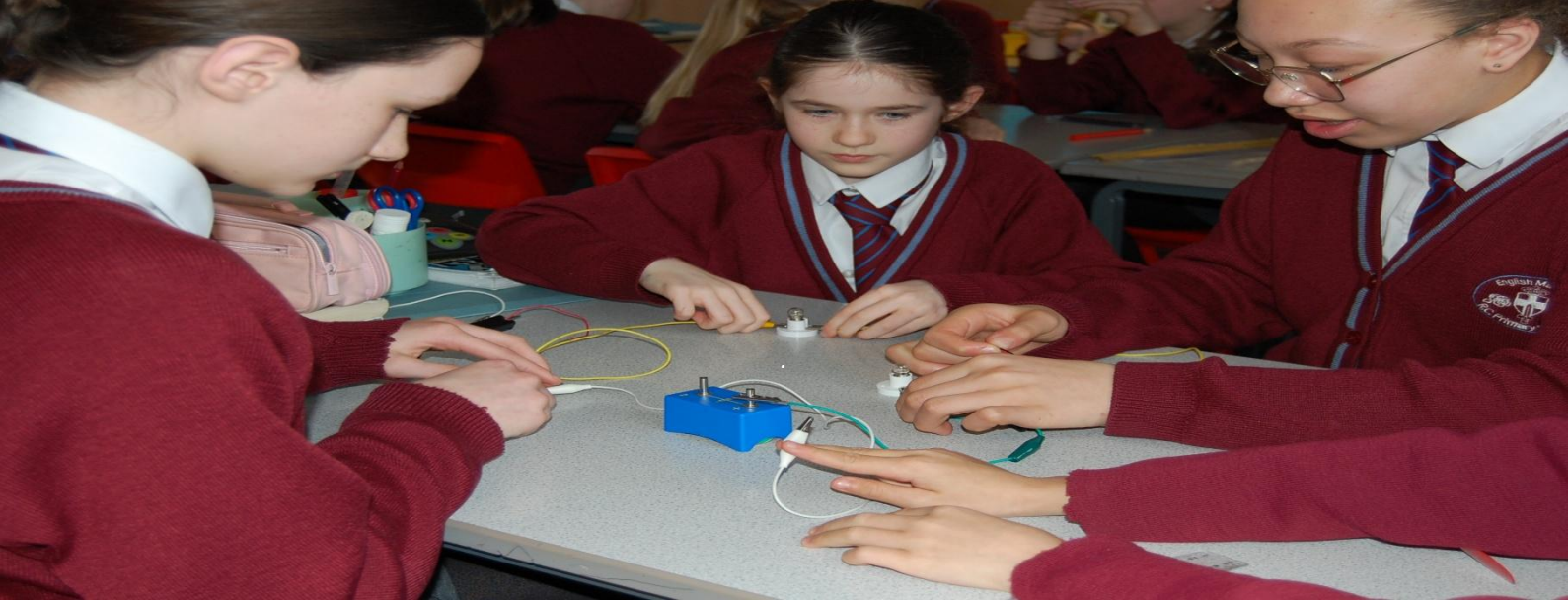
Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
GCSE English and Maths at minimum Grade C/5	E
Experience	
Excellent written and verbal communication skills.	E
Competent in using Microsoft (particularly Excel).	E
Strong ability to manage multiple tasks and prioritise effectively, whilst ensuring attention to detail.	E
Strong organisational and time management skills: essential for meeting deadlines, prioritising tasks effectively, and maintaining a consistent workflow.	E
Experience of working in an education setting.	D
Have a knowledge and awareness of the regulatory framework around education and schools.	D
Ability to identify your own training and development needs and cooperate with the means to address these needs.	E
Excellent communication and customer facing skills.	E
Experience of using databases, data entry and manipulation.	E
Enhanced clearance with the Disclosure and Barring Service (DBS) and Preemployment Occupational Health Questionnaire.	E
Skills and Aptitudes	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E
The flexibility to adapt to changing workloads demands and new school challenges.	E
Ability to build strong relationships with students, parents, and staff.	E
Personal commitment to continuous self-development.	E

Personal commitment to the school's professional standards, including dress code as appropriate.	E
Ability to drive forward change and motivate staff.	E
Ability to effectively present complex written and verbal information to a variety of audiences	E
Ability to work under pressure and to tight deadlines.	E
The capacity for sound judgement in complex situations.	E
Excellent communication, negotiation and persuasion skills, with internal and external audiences.	E
Special Requirements	
Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.	
Willingness to undergo minor first aid training.	



EMMAUS Catholic Academy Trust

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0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

@EmmausCAT



Applications need to be made using the CES application form, available from the Emmaus Catholic Academy Trust website.

Closing date: Friday 17th April 2026

Interviews will take place: Week commencing Monday 20th April 2026

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at recruitment@emmauscat.com

