



**ST JOSEPH'S CATHOLIC
PRIMARY SCHOOL**

Head: Alison Setter

Park Avenue, Bridgwater,
Somerset TA6 7EE

T: 01278 422 786

School Office Manager

Hours: 25 hours per week; Monday – Friday (flexible hours to be agreed)

Working Weeks: 38 working weeks (term time) plus 2 weeks

Contract: 25 hours – permanent

Pay: Grade SCP 9-12 £14,907 - £15680 actual (£25,119 - £26,421 pro rata)

St Joseph's Catholic Primary School, who are part of Dunstan Catholic Educational Trust (DCET), is seeking to appoint an experienced Office Manager to join as soon as possible.

Location: St Joseph's Catholic Primary School, Park Avenue Bridgwater TA6 7EE

What we can offer you:

- Employer contributions to the Local Government Pension Scheme
- Excellent career development opportunities as the Trust grows
- Access to continuous professional development via Trust membership of sector professional body/ies

Further details, including a job description and person specification can be obtained by visiting the schools website <https://www.st-josephs-bridgwater.somerset.sch.uk/>

To apply, applicants should complete a CES application for Support Staff in full.

Please submit your application to recruitment@thedcet.com

Closing Date: Friday 7th June 2024 at Midday

Interviews: Tuesday 11th June 2024

The Dunstan Catholic Educational Trust (DCET) is committed to safeguarding and protecting the welfare of children. All staff are expected to share this commitment. The post is subject to an enhanced disclosure application and satisfactory references.

