



The Good Shepherd Catholic Primary School

School Office Administrator

£18,426 - £18,795 – 37 hours per week, term time only (39 weeks per year)

The Good Shepherd Catholic Primary School is a two-form entry school educating approximately 300 pupils and is located towards the north of Northampton. The Good Shepherd joined Our Lady Immaculate Catholic Academies Trust in February 2020 and is one of the eleven Catholic schools in the Trust. The school works closely with other schools across the trust and across the local area of Kingsthorpe.

The school is seeking a highly committed and passionate School Office Administrator to provide an effective support of the school's administrative systems as part of a supportive team.

With the support of the Trust, The Good Shepherd is on an incredible journey of school improvement. Through a relentless focus on pupil progress and end of key stage outcomes, a strong emphasis on staff development and additional day – to day support with financial and operational management, we have built the foundations for a bright and exciting future for this school.

Further information about the school can be viewed on the school website www.thegoodshepherd.org or on the Trust website www.olicatschools.org

If you would like to arrange a school visit, please contact the school at admin@thegoodshepherd.northants.sch.uk or telephone 01604 714399

If you would like a candidate pack and application please contact Mrs Jo Brake-Oakes Trust HR Director or Direct (01604 497309) or email TrustHR@olicatschools.org or download it from either the school or Trust website.

All completed applications should be sent to Mr Jo Brake-Oakes no later than 12 noon on Monday 4th January 2021 or TrustHR@olicatschools.org

Interviews provisionally planned for week commencing 11th January 2021

'Following Jesus, the Good Shepherd, in all we say and do'

