



Contact Us

A full application pack is available from our website or by contacting the school office. All completed applications are to be sent to:

Email – olg_admin@emmausmac.com
Phone – 01905 421409
Online – www.emmausmac.com

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Anthony Wilkes.

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for a School Office Manager

Required for an Immediate Start

Salary: Grade 6 SCP 12 - 17 (£28,598 - £31,022) (FTE-AYR) – To be pro rata

5 days, 37 hours per week, 40 weeks (TTO + 5 training days + 1 week)

At Our Lady Queen of Peace Catholic Primary School, we offer an outstanding learning environment and are passionate about every child. Being part of a larger community of schools as an extended professional network across our strong Emmaus Catholic Multi Academy Company.

We are looking to appoint a committed, enthusiastic and ambitious school office manager based at our school. The successful candidate will be organised, have excellent communication skills, a good telephone manner, strong attention to detail and will play a key role in delivering our school vision. Our teachers and support staff are talented, professional, supportive, caring and ambitious to achieve success. We are looking for an equally talented and dynamic team member to strengthen our school office.

Putting our children and young people first, always.

“Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.”

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school. If you meet the requirements of the job description and person specification and feel that you could make a positive difference to our school, then we can't wait to receive your application.

Closing Date: Sunday 12th April 2026 (we may bring forward the application closing date, depending on volume of applicants, therefore please apply ASAP)

Interview Date: To be confirmed

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or during the interview.



THE ARCHDIOCESE *of* BIRMINGHAM



OUR LADY QUEEN
OF PEACE
CATHOLIC PRIMARY SCHOOL