



St. Ambrose Barlow Catholic Primary School, 841 Shirley Road, Hall Green, Birmingham, B28 9JJ

### Office Manager Full Time Position (36.5 Hours per Week Term Time Only)

**Pay Range is Grade 3: Point 9 - 22**

**£27,254 - £33,699 (pro rata)**

**Starting point will depend on experience.**

**Post to commence: Monday 2<sup>nd</sup> March 2026**

St Ambrose Barlow Catholic Primary School is a successful, friendly school with a dedicated and enthusiastic staff. We are a one-form entry school for pupils aged 4-11 years and currently have capacity for 210 pupils on roll. The Governors are seeking to appoint a highly organised, proactive and effective school office manager. The successful candidate will maintain the high standards of an efficiently run school office and day to day administration.

You will:

- need experience in a school office environment and in finance as the role will include administrative and financial support to the Headteacher.
- be responsible for the management of the school's business including finance, facilities and HR.
- ideally have experience of School Office Management Systems— the school uses Bromcom
- be enthusiastic, highly motivated and demonstrate a commitment to learn.

We can offer:

- a school that puts a culture of safeguarding our children at its core
- a distinct Catholic ethos that underpins all that we do as a school
- happy, motivated and well-behaved children who enjoy coming to school and who work hard.
- pupils who say that they can grow up to be anything they want to be, whose resilience, ambition and high expectations shine through
- a strong, enthusiastic and committed staff
- a friendly, caring and supportive environment committed to providing the best possible experience for our children
- a supportive governing body, PTA, parent body, and vibrant parish community

**Informal visits to the school are strongly encouraged and can be arranged by contacting the Headteacher via the school office.**

**Closing date:** Wednesday 28<sup>th</sup> January 2026 at 9am. Shortlisting will commence the same day.

**Interviews:** Monday 2<sup>nd</sup> February 2026

Further details and application forms are available from the school office at St Ambrose Barlow Catholic Primary School or can be found on the website. Application forms should be returned to the school for the attention of the headteacher via [recruitment@sab.bham.sch.uk](mailto:recruitment@sab.bham.sch.uk)

An online search will also be carried out as part of due diligence on all short-listed candidates.

**St Ambrose Barlow Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applications.**