



Parish CE Primary School

Office Manager



An exciting opportunity has arisen to join our Outstanding Christian Primary School

School name: Parish CE Primary School

School address: Charles St, St Helens, Merseyside, WA10 1LW

Telephone: 01744 678430

Job title: Office Manager

Grade: SCP 3, 27.5 hours per week term time only plus 5 training days

Salary: NJC SCP 9-14 £27,254-£29,540 (actual salary £19,784-£21,444)

We are a very successful, happy primary school built on Christian beliefs and values. Our last OFSTED inspection was in 2022, and we were delighted to be rated as Outstanding. We joined Liverpool Diocesan Schools Trust in February 2018.

Liverpool Diocesan Schools Trust (LDST) is a rapidly growing multi-academy trust. It was established in 2017 by the Diocese of Liverpool to provide its schools with a Multi Academy Trust that has the vision and values of the Church of England at its heart. All of our primary schools are rated at least Good by OFSTED and 63% of our schools are Outstanding.

Whether you are already an experienced Office Manager seeking a fresh and rewarding challenge, work in administration and looking for a new challenge or you bring strong transferrable skills and are ready to embark on this career path, this is a unique opportunity to make a real impact.

The successful candidates will be:

- Experienced in supporting children across primary age ranges.
- Aware of good practice in supporting children's mental health and wellbeing.
- Able to deliver small group sessions to help deepen children's understanding.
- Proactive in their approach to maintaining high standards.
- Able to maintain a positive outlook.
- Eager to develop their skills and abilities.
- Be sympathetic to the Christian ethos of our school.



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We can offer you:

- Well behaved and motivated children.
- A happy, positive environment.
- A committed and caring staff team.
- A supportive Senior Leadership Team and Governing Body.
- A well-resourced working environment.
- A commitment to your professional development.

The closing date for applications will be on **Tuesday 14th October at 9am**. All applications should be either emailed to rachel.clare@ldst.org.uk or posted to the school for the attention of Mrs Rachel Clare, Trust Business Manager.

The Selection Day will take place on Friday 17th October 2025.

A candidate information pack and an application form can be downloaded from our website: www.parish.st-helens.sch.uk

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.