



Contact Us

A full application pack is available from our website. All completed applications are to be sent to

Catherine Shorter

cshorter@emmsuasmac.com

Phone – 01905 421 409

Online - www.emmausmac.com

For specific questions about the role and/or to request a visit, please contact **Anthony Wilkes (Interim Executive Principal)**

TEL: 01905 421 409

E-MAIL: olq_admin@emmausmac.com

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for a School Office Administrator

Required for an Immediate Start

Salary Range: Grade 4 SCP 5-6 (£25,583-£25,989) (FTE-AYR) - To be pro rata

5 days, 37 hours per week, 39 weeks (TTO + Training Days)

Our Lady Queen of Peace Catholic Primary School are looking to appoint a committed, enthusiastic and ambitious school office administrator based at our school

Putting our children and young people first, always.

Excellent Catholic education for all, in the heart of our communities: nourishing faith, nurturing talent and fostering aspiration

The successful candidate will play a key role in delivering our school vision by supporting the day-to-day administrative activities at Our Lady Queen of Peace Catholic Primary School. 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 further our already strong school office and administrative provision.

If you meet the requirements of the job description and person specification and feel that you could make a positive difference to our financial services, then we can't wait to receive your application.

Closing Date: Wednesday 7th January 2026 (we may bring forward the application closing date, therefore please apply ASAP)

Interviews: WC 12th January 2026

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