



ST CHARLES' RC PRIMARY SCHOOL

KNOWLES ST, RISHTON, LANCASHIRE, BB1 4HT

Telephone: (01254) 886110

Head teacher: Mr P Kennedy BA (Hons)

Email: bursar@st-charles.lancs.sch.uk

Website: www.st-charles.lancs.sch.uk

"Bring Forth Christ"



Determination Friendship Good Manners Respect Responsibility

28th June 2024

A warm welcome to all prospective candidates,

Thank you for your interest in the Office Manager position here at St Charles' RCP School. This post is for 3 days a week for an initial 1-year period however, there is the potential that this could be extended beyond this point. It is an exciting time to join our team as we journey towards joining the Romero Academy Trust.

Our school family includes 165 children and 27 members of staff. We aim to give our children the best education possible and take pride in providing a loving and caring environment based on our Christian beliefs. Most of our children come from Rishton and we value the links with our parents and the parish very much.

Our vision is forward thinking and we are keen to continue developing our curriculum so that it meets the needs of all our children. The Governing Body is eager to appoint the right person to join our staff team and help make our Good school (OFSTED January 2020) an even more exciting and enjoyable place for our children to flourish and learn.

If you would like to visit the school prior to submitting an application, please don't hesitate to contact us. You are also warmly invited to have a look through our school website. Please give our school a ring and ask to speak with Mr Kennedy, our Head teacher should you have any questions or want to learn more about the post.

The closing date for all applications to be returned to school by email, post or by hand is 10th July 2024 by 12 noon. Shortlisted candidates will be invited to interview on 15th July 2024 with details of this process to be confirmed nearer the time.

We look forward to receiving your application and wish you every success.

Yours sincerely

Monica Walczak

Mrs Monica Walczak
Chair of Governors

