



‘A Good School’ – Ofsted , March 2013

A Catholic 11- School under the Trusteeship of the Salesians of Don Bosco and the Archdiocese of Southwark –
Headteacher, Paul Dunne

DUTY MANAGERS REQUIRED FROM JUNE 2017

Hourly Rate: £10.62 per hour worked

Part-time

Working hours will be based on a shift pattern involving weekends and evenings

To start June 2017

We are seeking to appoint a hardworking individuals to join our Operations Team.

As a Duty Manager you will report to the Operations Manager and will help with the day to day operation of the School. Duties will include front of house reception work, general administration, supervising activities, organising and co-ordinating sports activity programmes, together with Health & Safety duties.

The successful applicant will possess a friendly and professional demeanor and will, ideally:

- Have good communication and organisational skills
- Work independently and as part of a team
- Be confident in using IT systems, including SIMS and Microsoft Word and Excel
- Have a sport and /or fitness qualification, first aid qualification (These are not essential)

If you would like to discuss the post further please contact Ms Makeda Griffith, Business & Finance Manager via the main school telephone number or email mgriffith@sjbc.wandsworth.sch.uk

In the interests of efficiency, economy and the environment, candidates are encouraged to download an application and details from the school website, www.sjbc.wandsworth.sch.uk

Interview Date: Week beginning 15th May 2017

Completed application should be returned to the school either by email or post. CVs are not accepted

Please note that if you complete the application form on an Apple Mac you must use 'Adobe Acrobat Reader' (you can get it [here: http://get.adobe.com/uk/reader/](http://get.adobe.com/uk/reader/)) and not the 'Preview' application that comes with the computer due to an incompatibility.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a DBS check.

Tel: (020) 7924 8310

Fax: (020) 7738 1867

Email: apply@sjbc.wandsworth.sch.uk Headteacher: Paul Dunne BSc PGCE MA