



**Saint Sebastian's Church of England Primary School and Nursery
Nine Mile Ride, Wokingham, Berkshire, RG40 3AT**

Email: admin@st-sebastians.wokingham.sch.uk

Telephone: 01344 772427

"A school family where we help each other to flourish"

School Operations Manager

Start Date – Monday 17th April 2023

Term Time Only Role

This is a permanent contract

APPLICATIONS MAY BE CONSIDERED UPON RECEIPT.

20 hours per week (Monday to Friday 8.30 to 12.30)

Pay - Grade 6

About Us

Saint Sebastian's Primary School and Nursery is a small one – form entry primary school. We currently 134 children on roll, with 5 of these being in our Nursery.

About the role

To be responsible for all, or the majority, of the disciplines, of HR management, premises management, Health and Safety, procurement and all matters within the management of the school which are supportive to the teaching function.

Visits to the school are warmly encouraged. To organise a visit, please contact the Head Teacher on head@st-sebastians.wokingham.sch.uk.

If you wish to become a member of our fantastic team at Saint Sebastian's the Support Staff application form is available to download from the link below:

<https://www.st-sebastians.wokingham.sch.uk/about-us/vacancies>

The job specifications can be found on the school website. Please click on the link below.

<https://www.st-sebastians.wokingham.sch.uk/about-us/vacancies>

Closing date: Wednesday 22nd March at 12pm

Shortlisting: Thursday 23rd March

Interviews: Thursday 30th March

Please email completed applications to head@st-sebastians.wokingham.sch.uk.



Saint Sebastian's Primary School converted to academy status from 1st December 2017 and is now part of The Keys Academy Trust.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS.



The Keys Academy Trust is a company limited by guarantee and an exempt charity registered in England and Wales under company number 10818575 with registered office at Church Road, Earley, Reading, Berkshire RG6 1EY. Saint Sebastian's C of E Primary School is a business name of the company.