



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Office & Marketing Manager

**Permanent, Full-time
Grade 6 - £24,054 - £26,845**

In addition to the above, we offer an employee assistance programme to you and your family, 26 days holiday plus bank holidays raising to 31 days plus bank holidays after 5 years of service, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are looking to appoint an innovative and enthusiastic Office & Marketing Manager.

The successful candidate will be a dedicated professional who will be responsible for leading the customer facing and administrative services of the school. This will include overseeing and developing the school's reception, student services and administrative functions.

The successful candidate will manage the internal and external marketing and communications of the school in liaison with the schools ICT Manager

The appointment will offer the successful candidate the opportunity to contribute to our successful school.

If you have the skills and motivation to help lead a forward-thinking team, we encourage you to apply.

Further information and application packs can be obtained from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Mr C Jones, Business Manager at the school.

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: **9.00am Monday 13th March 2023**
Interviews: **Thursday 16th March**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This position is subject to an enhanced DBS check.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ
Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk
Headteacher: Mrs C. Vile B.Ed. Hons

