



Bishop Hogarth

Catholic Education Trust



Administrator

Grade 4 SCP 5-8

£15,741-£16,704 p.a

35 hours per week

Term Time Only

Permanent

Closing Date: Friday 6th August
at 1pm

Interviews: w/9th August 2021:
TBC

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

St Joseph's Catholic Primary School works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.

The Trust are seeking to appoint an Administrator who will run the busy school office starting 7th September 2021 at St Joseph's Catholic Primary School, Newton Aycliffe.

We are seeking to appoint a well-qualified and enthusiastic administrator who would relish the opportunity to work in our school office.

The successful candidate will join a school which is committed to supporting pupils to achieve the very best outcomes.

You will be responsible for all school office duties including answering the telephone and greeting pupils, parents and visitors as well as a range of administrative tasks. A key quality will be working alone using your own initiative, supported by a team of Trust colleagues.

You will have high expectations and a commitment to the Catholic Mission of the school.

Working hours will be 8.30am to 4.00pm Monday to Friday term time only.

We would warmly welcome and encourage all applicants to visit our school. Please contact Mrs Brown, Headteacher, or Mr Hunt, Deputy Headteacher to discuss the role and arrange a visit.

Further details and application forms are available from :
<https://bhcet.org.uk/vacancies/>

Interviews will take place week commencing 9th August 2021. Completed application forms to be emailed recruitment@stjosephsna.bhcet.org.uk or by post to St Joseph's Garburn Place, Newton Aycliffe, DL5 7DE