



Bishop Hogarth

Catholic Education Trust



Trust Governance Administrator

Band 6

20 hours per week, term time
only, plus 2 days Inset

Permanent

£12,608.32 per annum

Closing Date: Wednesday

26 January 2022, 9 am

Contact Details:

Dame Maura Regan DBE OBE DL

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.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.

The Directors of Bishop Hogarth Catholic Education Trust invite applications for the position of Trust Governance Administrator.

Bishop Hogarth Catholic Education Trust currently has 30 academies, rising to 35 in 2022 across Darlington, Stockton, Billingham, Hartlepool and the Durham area.

Under the direction of the Governance Manager, the successful candidate will join a team of Administrators provide clerking services to a number of our Academy Local Governing Committees (LGCs).

There are a number of LGC meetings for each Academy in the academic year cycle taking place in the late afternoon/early evening Monday – Thursday. Outside of the normal cycle of committee meetings we are able to offer a flexible approach to the additional clerking duties which you will undertake for the LGCs which may be undertaken during normal office hours

You will be reliable, conscientious and able to work with a variety of people and as part of a team with access to reliable, suitable transport to meet the needs of this post.

For more information please contact the Governance Manager on 01325 254525. Applications forms should be returned by 26 January 2022, 9 am to Mrs H Wooding PA to the CEO, Bishop Hogarth Catholic Education Trust, Carmel College, The Headlands, Darlington, Co Durham, DL3 8RW.

Application forms are available from <https://bhcet.org.uk/vacancies/> and should be returned to recruitment@bhcet.org.