



Bishop Bewick Catholic Education Trust

c/o Sacred Heart High School
Fenham Hall Drive
Newcastle upon Tyne
NE4 9YH
Tel: 0191 2747373
e-mail: recruitment@bbcet.org
website: www.bishopbewickcet.org

Trust Support Officer

Term Time only 37 hours per week plus 10 Additional Days
Salary: N6 £25,991 - £28,672 (£22,792 - £25,143 pro rata)

An enthusiastic Support Officer is required to support our growing Trust. You will need to enjoy working in a very busy environment and have excellent organisational, communication and IT skills to give effective administrative support to the Trust. Experience of working in a school is not essential, applications from all office backgrounds are welcome.

Our Trust offices are based in Sacred Heart High School, situated on a lovely green site on the fringe of the City.

The Trust is committed to safeguarding and the protection of its pupils. The post is subject to an Enhanced DBS check.

Application forms and further details are available on the Trust website and returnable to: recruitment@bbcet.org

Closing date: 9.00am Wednesday 16th February 2022

Interviews: to be held w/c 28th February 2022

Please send applications via email to recruitment@bbcet.org in subject box quote 'Trust Support Officer'.