



School Administrator

Location: St Matthew's Catholic Primary School, Highfield Lane, Prudhoe NE42 6EY
Grade: D, SCP 5-6 (£16,740 - £17,075 per annum, pro rata)
Hours: 37 hours per week, Permanent, Term time only (39 weeks + 5 days)

Required as soon as possible

St Matthew's Catholic Primary School is looking to appoint an **Office Administrator**. This position offers an exciting opportunity for an organised and personable administrator to provide support to our whole school community.

St Matthew's is part of Bishop Wilkinson Catholic Education Trust a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic education trust in the North East of England, which will have a total of 48 schools by the summer of 2022. Successful applicants will be welcomed to the staff team within both St Matthew's Catholic Primary School and Bishop Wilkinson Catholic Education Trust.

Working closely with the Headteacher, school staff and the Central team within the Bishop Wilkinson Trust, the successful applicant will be someone who can deal discreetly with confidential information, meeting different needs of stakeholders and able to multi-task.

The successful candidate will:

- have exceptional organisational, time management and planning skills;
- have excellent interpersonal skills;
- be enthusiastic for the role; and
- be able to communicate effectively with pupils and adults alike.

How to apply

For an application form and further details about this vacancy please visit our website <http://bwcet.com/vacancies/> where applications can be completed online.

Our Headteacher would warmly welcome and encourage visits to St Matthew's prior to prospective candidates submitting application forms.

Closing date: Wednesday 20th April 2022

Interview date: TBC

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.