



The Roman Catholic Diocese of Hexham and Newcastle in Partnership with Durham County Council



St Mary Magdalen's RC Primary School, Seaham

Dene House Road, Seaham. SR77BJ. Tel: 01915813055

E-mail: seahamstmary@durhamlearning.net

Website: <http://www.st-marymagdalens.durham.sch.uk>

Administration Assistant

Grade 1 spinal point 3 – (£18,887) pro rata

Hours of Duty: 30 hours

Main Purpose of Job: To provide an administrative service to facilitate the day to day running of the school office.

St. Mary Magdalen's Primary School is a happy, welcoming and highly respected Catholic school providing a very good education for all our pupils. The opportunity has arisen for the Governors to appoint a motivated, enthusiastic and committed person to join our office staff in school. The successful applicant will possess the necessary skills to support in the day to day running of the school office.

We can offer you:

- a very strong Catholic ethos.
- enthusiastic, supportive and hard-working team of staff, governors and parents.
- highly motivated, friendly, polite and well behaved children.
- an inclusive school who 'cherish the uniqueness of each individual'.
- a strong commitment to continuous professional development and a network of support from our family of schools and the Diocese.

Applications are welcomed from candidates who:

- are organised, friendly, hardworking and committed.
- are sympathetic to the teachings of the Catholic Church.
- have the commitment to contribute to the corporate life of the school.

All applicants are warmly encouraged to visit the school. Please email: seahamstmary@durhamlearning.net to register your interest in this and to give details.

Applicants must complete a **CES** application form. Application forms and packs are available from and returnable to seahamstmary@durhamlearning.net

Application forms are to be returned to seahamstmary@durhamlearning.net **by Noon on Monday 13th June 2022.**

Interview Date: Interviews will be held in school on Monday 20th June 2022.

St Mary Magdalen's RC Primary School is converting to Bishop Chadwick Catholic Education Trust (BCCET) on 1st July 2022, at which point the BCCET would become the employer.

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to obtain an Enhanced check for Regulated Activity from the Disclosure and Barring Service.