



St Thomas More  
Catholic School



Bishop Wilkinson  
Catholic Education Trust

## Administration Lead

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Location: St Thomas More Catholic School, Croftdale Road, Blaydon-on-Tyne,  
NE21 4BQ  
Grade: Grade G (£25,927 - £28,226)  
Hours: 37 Hours per Week, Permanent, Full Time

St Thomas More Catholic School is a co-educational Catholic Academy which provides for the education needs of 11-18 year old pupils from the west of Gateshead L.A. Our school aims to provide a stimulating and encouraging environment within which students can attain the highest standards of which they are capable, and to assist them in taking their place in the world outside school in a useful and fulfilling career, with a firm sense of Christian commitment.

We are proud to be part of the 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. This is an exciting time to join our supportive, and growing team.

We have an exciting opportunity for an Administration Lead to join St Thomas More Catholic School, Blaydon.

The successful candidate will provide high-quality administrative support to the Headteacher and Senior Leadership Team. You will require excellent interpersonal skills with the ability to manage your time effectively using your own initiative to enhance the learning provision of the school. You will act as a first point of contact dealing with frontline enquiries from students, parents, staff and visitors providing a professional and efficient service. You will facilitate the smooth running of the school administrative processes e.g., students' admissions and leavers paperwork. This is a flexible role within the Administration team and on occasions you will be expected to carry out work in other areas of the school within your capabilities, such as providing cover on reception, assisting with school events or other general administrative tasks.

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

Closing date: **Friday 10<sup>th</sup> June 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.*