

Media, Audio-Visual and Administration Assistant

Location: Cardinal Hume Catholic School, Old Durham Road
Gateshead, NE9 6RZ
Grade: D 5-6 £19,650 - £20,043
Hours: Full time, whole time (Term-term only working pattern considered)

Our values are summed up in our school motto: 'Fide, Labore, Caritate', and all members of our school community live out these values – *faith, hard work and kindness* – every day, making Cardinal Hume a very special community to work in for our staff, and to be educated in for our students.

Graded 'Outstanding' in 2008 and 2014 by Ofsted and in 2019 by the Diocese of Hexham and Newcastle, Cardinal Hume Catholic School is an 11 – 18, high-performing, academy which serves the East of Gateshead. We are proud to be part of the Bishop Wilkinson Catholic Education Trust, the largest Catholic Education Trust in the North-East of England, which will have a total of 48 schools by the summer of 2022. Thus, there are a number of opportunities for CPD and collaborative work across a number of schools. Furthermore, a comprehensive and bespoke support and induction programme is provided for all new staff.

We wish to appoint a committed and reliable person to the role of Media, Audio-Visual and Administration Assistant. While previous experience in a similar role would be desirable, full training and support will be available to the successful applicant. We are looking for an individual with excellent IT and interpersonal skills who is keen to learn and develop in this key post.

The successful candidate will have the opportunity to develop within an established and supportive team of colleagues, and will have the benefit of working in our modern building and excellent facilities.

If you require further information about the post, or would like to arrange a visit, please contact Mrs B Davies bdavies@chs.bwcet.com.

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: Wednesday 25th May 2022 at 12 noon

Interview date: TBC

Start date: 1st September 2022, or as soon as possible

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.