

School Administrator (for Specialist Hubs and CPD)

Location: Cardinal Hume Catholic School, Old Durham Road
Gateshead, NE9 6RZ

Grade: D 5/6 £19,650 - £20,043 per annum – pro rata to Term Time Only/Part
Time Contract

Hours: Full Time – Fixed Term Contract – 31/08/2023 (we are open to
discussion regarding term-time only and full year working
arrangements)

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 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 School Administrator, who will support the school with exciting development of our specialist hubs and learning partnerships. 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, communication 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.

For further details about the school, please go to www.cardinalhume.com/vacancies. 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 for applications: Wednesday 8th June 2022 at 12 noon

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

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.