



Administration Assistant

Location: St Joseph's Catholic Junior School, Birtley
Grade: Grade D, SCP 5/6 (£19,650 - £20,043 pro rata per annum)
Hours: Term Time only (39 weeks), Fixed Term Contract 1 year until
31/08/2023, 20 hours per week
Monday: 8:00am – 4:15pm
Tuesday: 8:00am – 4:15pm
Wednesday: 8:15am – 12:30pm

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.

The Federation of St Joseph's, Birtley now have a shared leadership team. We pride ourselves on the warm, family atmosphere we provide for our children. The uniqueness of our small community means that every member of staff knows every child well and enables us to develop very strong relationships with all our families.

It is likely that the postholder may be based at St Joseph's Junior School; however, a degree of flexibility is required, as the role may also involve deployment to the neighbouring Infant School to provide additional support, as and when required.

We are seeking an individual to:

- work under the direction of the Headteacher to provide administrative support to the school.
- be part of a welcoming and supportive team of staff, parents and governors;
- gain the opportunity to join schools with a culture of continuous improvement;
- have high expectations for self, pupils and others;
- have opportunities to access continuous professional development;
- have excellent communication skills and the ability to relate well to children and adults;
- be kind and friendly towards all within our community;
- have a positive, forward thinking mindset;
- be flexible and adaptable to change;
- be keen to undertake professional development and contribute new ideas;
- be organised and self-motivated.

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: Monday 11th July 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.