



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), Permanent Contract, 20 hours
Monday: 8:15am – 4:15pm,
Tuesday: 8:15am – 2:15pm,
Wednesday: 8:15am – 12:45pm

St Joseph's Junior School is a small junior school with only four classes: Year 3, Year 4, Year 5 and Year 6. In September 2019 we became a Federation with St Joseph's Infant school. 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 of our families.

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.

St Joseph's Junior school require a part time Administration Assistant to join our hardworking and friendly team.

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: Thursday 7th 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.