

Pastoral and Safeguarding Administrator

Location:	St Robert of Newminster Catholic School & Sixth Form College, Biddick Lane, Washington, NE38 8AF
Grade:	Grade F (£23,484 - £25,927 per annum) pro rata
Hours:	37hrs per week
Contract Type:	Term Time Only plus 2 weeks, permanent

We have an exciting opportunity for a Pastoral and Safeguarding Administrator to join St Robert of Newminster Catholic School & Sixth Form College. You will be part of an effective administration team who provide unwavering support for our students. The successful candidate will have excellent communication and time management skills, with the ability to work on their own initiative. Required as soon as possible.

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.

How to apply:

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, 29th July 2022

Interview date: TBC – August 2022

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.