



St Thomas More
Catholic School



Bishop Wilkinson
Catholic Education Trust

Receptionist / Administration Assistant

Location: St Thomas More Catholic School, Croftdale Road, Blaydon-on-Tyne,
NE21 4BQ
Grade: Grade D, SCP 5
Hours: 37 Hours per Week, Fixed Term Contract - 2 Years

St Thomas More Catholic School is a co-educational Catholic Academy which provides for the education needs of 11-18 year old pupils from the west of Gateshead L.A. Our school aims to provide a stimulating and encouraging environment within which students can attain the highest standards of which they are capable, and to assist them in taking their place in the world outside school in a useful and fulfilling career, with a firm sense of Christian commitment.

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.

We are seeking an administrator to work closely with the Front Office administration team on a day to day basis to ensure the smooth running of the main office.

The successful candidate will be able to operate in a proactive way, demonstrating a high level of initiative and discretion. They will also be able to effectively prioritise and organise time, and communicate effectively with a range of stakeholders.

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: **26th September 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.