

St Catherine's Catholic Primary School
Greystoke Gardens, Sandyford, Newcastle Upon Tyne, NE2 1PS
St Catherine's is part of the Bishop Bewick Catholic Education Trust

Head Teacher: Miss Lisa Hoey



Appointment of an Administrative Officer (BB03)
Administrative Assistant (Level 2)

Grade BB03 Salary: £21,189 - £21,575 per annum pro rata (actual £9,843 - £10,023 per annum)

20.5 hrs per week (8.45am – 12.15pm Monday, Tuesday, Thursday and Friday and 8.30-3.30 Wednesday) term time only.

The post will commence on 5 September 2023
Fixed term until 19th July 2024

The governors of St Catherine's are seeking to appoint an experienced administrative assistant with relevant experience in a school or similar environment to provide comprehensive administrative support to the school.

The successful candidate will:

- Provide efficient administrative support determined by the Head Teacher and School Business Manager
- Be a team player that is able to multi task effectively and demonstrate a commitment to achieving high standards
- Promote and safeguard the welfare of children and young people within the school
- Have excellent communication skills and have a genuine desire to involve themselves fully in the life of our school and to work as part of our forward-thinking team of professionals

We can offer:

- A warm and welcoming school community underpinned by a strong Catholic ethos where all are valued
- Well-motivated, happy, confident and friendly pupils who enjoy learning
- Governors who are active and supportive
- Parents/Carers who are proud of the school
- Supportive, enthusiastic and dedicated staff who are open to new ideas
- A commitment to continuous professional development

The successful candidate would be expected to be able to support the Catholic ethos of the school.

The school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and undergo a range of other recruitment checks.

Application packs are available by emailing the School Business Manager, Mrs M Johnson
office@stcatherinesnewcastle.org.

Completed forms to be returned to Miss Lisa Hoey Head Teacher via email at office@stcatherinesnewcastle.org.

Closing date:

12 noon on Monday 12th May 2023

Shortlisted candidates will be contacted and offered an interview

Interviews will take place on Wednesday 24th May