



Bishop Chadwick  
Catholic Education Trust



## Administration Assistant

**Salary: Band 4, SCP 6 £25,183.00 (Whole Time)**

**Start Date: ASAP**

**Contract: Permanent, (Whole Time)**

CEO: Mr T.B. Tapping

Headteacher: Mrs C Lennox

### St Wilfrid's R.C College

We are looking to appoint an inspiring Administration Assistant who has high levels of initiative and who is motivated to work in a busy secondary school environment. As St Wilfrid's we look to inspire and develop all members of our community on a journey through faith and learning. We strive to achieve excellence and overcome challenges through mutual respect and consideration. Our workload charter sets the tone for what we stand for as a Trust and sets out our commitment in relation to staff workload and wellbeing. This supports our overall mission of creating: Better Schools, Better Communities and Better Futures in Christ.

St Wilfrid's R.C College is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham. Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

All application documents should be fully completed and submitted by email to [recruitment@st-wilfrids.org](mailto:recruitment@st-wilfrids.org) by 9am on **Thursday 23<sup>rd</sup> January 2025**. Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact 0191 456 9121.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*