



**Bishop Chadwick**  
Catholic Education Trust

## **St. Mary's Catholic Primary School, Wingate**

### **OFFICE MANAGER VACANCY**

**CEO: Mr T.B. Tapping**

**Executive Headteacher: Mrs J Hill**

**Salary:** Grade 5 – £20,444 - £22,571 (£17,033 - £18,805 TTO + 5 days)

**Hours of Work:** 35 hours per week Monday to Friday

**Start Date:** 1<sup>st</sup> September 2022

**Contract:** Permanent, Term time only plus 5 days

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are 29 schools within the Trust with a schedule of additional schools joining each term. The details of each of the schools currently within the Trust can be found on our website [www.bccet.org.uk](http://www.bccet.org.uk)

St. Mary's is a happy, family orientated school and we wish to appoint an experienced, passionate and innovative Office Manager. As a member of this small team, you will work closely alongside the Headteacher and Governors to shape and drive the vision of the school to achieve the best possible outcomes for pupils, parents and staff. Key responsibilities of this role will include the running and organisation of the school office, liaising with the Trust central team as well as being the first point of contact for visitors to the school. The successful candidate will:

- be a strategic thinker, be creative and able to problem solve
- be experienced at running a busy school office
- have proven skills at managing systems
- meet all policy requirements and ensure that the school is kept up to date on all relevant Trust initiatives
- be able to plan for and implement new initiatives to further improve the running of the school office efficiently
- have the ability to manage your time effectively, use initiative, and be professional with a flexible attitude

If you love a challenge and are flexible to change, have the commitment, energy, initiative and drive to help us meet our aims, then we welcome your application.

Completed application forms should be submitted to [office@stmaryswingate](mailto:office@stmaryswingate) by **5pm on Friday 17<sup>th</sup> June**.

**Interview Date: Thursday 23<sup>rd</sup> June 2022**

Emailed applications are required, and CVs will not be accepted. For enquiries regarding this role, please contact the school office on [office@stmaryswingate.org](mailto:office@stmaryswingate.org) or 01429 838294. Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

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.

*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.*

*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.*