

### **ADMINISTRATION ASSISTANT VACANCY – TEMPORARY**

**Salary: Grade 2 SCP 3 - 4, (£24,309 - £24,404 per annum) actual pro rata is £19,899.63 - £19,997.40**

**Start Date: October 2025**

**Contract: 35 hours per week, term time**

**Shift pattern: 8:30am to 4:00pm Mon to Friday**

CEO: Mr T.B. Tapping

Executive Headteacher: Julie Hill

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

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham. Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are thirty schools within the Trust, five secondary schools with sixth forms and 25 primary schools. 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).

At St. Mary's and St. Godric's we aim to provide a happy and safe place for all who enter. As small schools, we offer a friendly, caring, family atmosphere where every child is valued as a unique and precious individual.

We are seeking an Administration Assistant to join our dedicated and caring staff team who would be required to work across the two school sites in the Federation of St. Godric's, Thornley and St. Mary's, Wingate under supervision from the Business Lead. The post holder will be required to be able to travel and work from both sites as and when required.

The appointed Administration Assistant will have an important role to play in the smooth running and success of the schools. As an Admin Assistant you will be the first contact point for parents and external agencies in this multi-faceted and fast paced role. We are looking for an individual who is adaptable, flexible and able to navigate changes quickly and effectively.

This is a fixed term contract for 1 academic year, which could possibly lead to other opportunities within our trust.

Areas of responsibility include:

- Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid / welfare.
- Assist in arrangements for school trips.

- Provide clerical / admin support e.g. photocopying, filing, completing forms (word & excel), responding to correspondence.
- Maintain records / management information systems.
- Produce lists / data / reports / letters as required.
- Sort & distribute mail.
- Maintain stocks & supplies as needed.
- Operate and record payments coming into school (Lunch / breakfast / wraparound / trips etc).
- Provide general guidance to staff, pupils and others.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in line with BCCET policies and procedures.

Please see Job description for the full list of the key tasks.

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 [office@stmaryswingate.org](mailto:office@stmaryswingate.org) by **12 noon on Monday 29<sup>th</sup> September 25**. Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Mrs C. Monaghan on [office@stmaryswingate.org](mailto:office@stmaryswingate.org) or 01429 838294.

**Shortlisting will take place on Wednesday 1<sup>st</sup> October 2025.**

**Interviews will be held on Wednesday 8<sup>th</sup> October 2025.**

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.*