**St Aidan’s Catholic Academy**

**Business Manager / Headteacher’s PA**

Headteacher: Mr G Sanderson

CEO: Mr T.B. Tapping

Salary: Grade SO2, Scale Points 26 – 28 (£32,909 - £34,723)

Contract: 37 hours per week, whole time (52 weeks), full time

Closing date: 9am on Monday 13th February 2023

Shortlisting date: Tuesday 14th February 2023

Interview date: Friday 17th February 2023

St Aidan’s Catholic Academy is an all-boys secondary school and co-educational sixth form. We believe in delivering a rich curriculum that provides all of our pupils with an opportunity to flourish and develop their God given talents in a way that is rooted in the values of the Gospel. **We** **are looking to appoint an exceptional Business Manager / Headteacher’s PA to join our school.**

St Aidan’s Catholic Academy 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.

Completed application forms should be submitted by email to [payroll@staca.co.uk](mailto:payroll@staca.co.uk) by 9am on Monday 13th February 2023. Application forms are required and CV’s will not be accepted. For enquiries regarding this role, please contact Mr G Sanderson Headteacher by emailing [gsanderson@staca.co.uk](mailto:gsanderson@staca.co.uk)

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.*