

Bishop Bewick Catholic Education Trust
c/o Sacred Heart High School
Fenham Hall Drive
Newcastle upon Tyne
NE4 9YH
Tel: 0191 2747373
e-mail: recruitment@bbcet.org
website: www.bishopbewickcet.org



GOVERNANCE PARTNER

Up to 37hrs a week, term time only
Part time applications encouraged
Salary: BB06 £30,296 – £33,024 pro rata
(actual £25,071 - £27,328) April 2024 pay award pending

The Bishop Bewick Catholic Education Trust (BBCET) is a group of 34 primary schools and five high schools across three local authorities (Newcastle, North Tyneside and Northumberland). At BBCET we want to ensure that all children in our schools experience the best education possible. Governance plays a pivotal role in ensuring that the Trust and its schools function effectively, and is essential for maintaining trust, achieving organisational goals and ensuring the best outcomes for pupils.

In order to strengthen our governance offer, we are looking for enthusiastic, hardworking people to join us in the role of Governance Partner. The successful candidates in this brand new role will become involved in all aspects of governance across our busy and vibrant Trust. The role would suit someone motivated and driven who is keen to be instrumental in the development of this important area of work. Experience of clerking or working in an education setting would be an advantage but is not essential.

Part time applications are encouraged and there is significant flexibility in terms of working hours in this role. Successful candidates will be able to work in a hybrid manner, with some time spent in the Trust offices as well as the option to work from home. The job will also involve some evening working at agreed times, as well as regular travel to the schools in your portfolio. Please give an indication of your preferences around working hours on your application form.

You will need to have excellent administrative and people skills, the ability to communicate effectively and a high standard of written English. You should have a keen eye for detail and be capable of building relationships in an approachable and professional manner. You will also have a good understanding of school governance, or be willing to learn very quickly, and be highly organised.

The role is offered on a **fixed term basis until 31.08.2025 initially**, with the potential for the role to become permanent subject to organisational needs.

For an informal discussion about the role, and more information on working patterns, please contact Gilly Box, Head of Governance gilly.box@bishopbewickcet.org

An excellent benefits package is offered including the following:

- A competitive salary

- Access to training and support
- Enhanced sick pay of up to 26 weeks full pay (after qualifying period)
- Eligible to be part of the Local Government pension scheme (current employer contribution rate of 18.1%).
- Family friendly BBCET policies and practices that promote health and wellbeing
- Access to car lease, bike to work and local travel pass salary sacrifice scheme

We are committed to safeguarding and the protection of all our pupils, therefore the post is subject to an enhanced DBS check.

Application forms and further details are available on the Trust website <https://www.bishopbewickcet.org/vacancies> and returnable to: recruitment@bbcet.org

Closing date: 9.00am on 1st July 2024

Interviews are expected to be held shortly after this date.