



Bishop Chadwick
Catholic Education Trust

PEOPLE COORDINATOR - VACANCY

Trust Central Team

Salary: Band 5 SCP 17 £30,060/Actual pro-rata salary £27,458* (pay award pending).

*A Job Evaluation process is underway which this post is subject to.

Start Date: ASAP

Contract: 37 hours per week, Term Time plus 15 days
(as this is a South Tyneside post Term Time includes 5 CPD days)

Status: Permanent

Pattern: Monday – Thursday 8am – 4pm, Friday 8am – 3.30pm

Work Base: Evolve Business Centre, Cygnet Way, Houghton le Spring, DH4 5QY

Bishop Chadwick Catholic Education Trust 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 with a Central Team who support all schools.

The People Team is a small and friendly team working in a fast paced environment assisting schools in all people related matters. We are looking for a highly organised, experienced and self-motivated People Coordinator to support People procedures across the Trust.

The People Coordinator will act as a key point of contact for the People Team, supporting a full range of People related duties including recruitment, contract creation, payroll, CPD and pre-employment checks. The post holder will support formal and informal People meetings as note taker.

The successful candidate's main base will be the Trust Head Office and visits to schools will be required therefore applicants must be able to meet the travel requirements of the post. The role can be carried out following a hybrid model of three days in the office and two at home where diary commitments 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.

All application documents should be fully completed and submitted by email to recruitment@bccet.org.uk by 9am on Monday 15th September 2025. Application Forms are required and CV's will not be accepted. For enquiries regarding this role, please contact Jill Lindsey, People Manager on jlindsey@bccet.org.uk

Interviews will be held on **TBC**

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

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.