



# Bishop Hogarth

Catholic Education Trust



The English Martyrs School and  
Sixth Form College

## Receptionist & School Administrator

Band 5, scp5

£16,611.88 p.a

37 hours per week, term time  
plus 5 days

Permanent

Thursday 21<sup>st</sup> October 2021 at  
9:00am

Mrs S Crawshaw, Headteacher, The  
English Martyrs Catholic School and  
Sixth Form College, Catcote Road,  
Hartlepool, TS25 4HA

*Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.*

*The English Martyrs Catholic School and Sixth Form College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.*

The Directors of Bishop Hogarth Catholic Education Trust and Governors of The English Martyrs Catholic School and Sixth Form College wish to appoint a Receptionist.

We are seeking to appoint an enthusiastic Receptionist based at our main Visitor Reception.

You will join, and be supported by, a team of administration colleagues who are dedicated to providing high quality and efficient administrative services.

As the first point of contact for visitors and other stakeholders, in person and over the telephone, you will play a key role in portraying the School's ethos and standards.

The successful candidate will have previous administration experience and be confident in the use of IT. Previous school experience is advantageous but not essential.

**To arrange a visit or for further information and an application form please visit [www.bhcet.org.uk/vacancies](http://www.bhcet.org.uk/vacancies) or contact Lisa Foster, Office Manager on 01429 273790.**

**Completed application forms should be returned to [recruitment@englishmartyrs.org.uk](mailto:recruitment@englishmartyrs.org.uk) or by post to The English Martyrs Catholic School and Sixth Form College, Catcote Road, Hartlepool, TS25 4HA by Thursday 21<sup>st</sup> October 2021 at 9:00am**