



Bishop Hogarth

Catholic Education Trust



OUR LADY & ST. BEDE
CATHOLIC ACADEMY



Administrative Assistant

37 hours a week

(term time only or wholetime
contract available)

Permanent

NJC Grade D (SCP 4)

£ 15,868 - £18,795 p.a
(pro rata for term time)

**Closing Date: Monday 24th
January 2022 9.00 a.m.**

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.

Our Lady and St Bede Catholic Academy 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.

Our Lady & St Bede Catholic Academy and the Directors of Bishop Hogarth Catholic Education Trust invite applications for an Administrator, to commence as soon as possible.

The successful candidate will work under the direct supervision of the Office Manager working as part of a team in a busy school office and reception area, adhering to Health & Safety requirements and other statutory regulations.

The school is looking for candidates who are:

- Reliable
- Conscientious
- Flexible
- Able to work as part of a team
- Previous experience of working within a school setting is preferred.

The working days are Monday to Friday, working hours typically being between 8 am and 5 pm.

For more information and a copy of the job description please contact Claire Hutton, Office Manager on 01642 704970.

Application forms are to be completed in full and should be emailed to recruitment@olsb.bhcet.org.uk or posted to Claire Hutton, Office Manager, Our Lady & St Bede, Bishopton Road West, Stockton on Tees. TS19 0QH.

Closing date: Monday 24th January 2022, 9.00 a.m.