



St Joseph's Catholic Academy
Mill Lane
Hebburn
Tyne and Wear
NE31 2ET
Tel: 0191 428 2700

Executive Headteacher: Mr T B Tapping

**PA/Support Services Lead, 37 hpw
£26,317 per annum (pro rata for term time only)**

Depending on the right applicant, this post can be worked on either a full-time basis or on a term time only plus 15 days contract.

St Joseph's safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Council Child Protection Procedures. The successful candidate will be subject to an enhanced DBS checks.

St Joseph's Catholic Academy is currently in the process of joining Northern Saints Catholic Education Trust.

For an informal, confidential discussion on this role please contact Emma Harrison on 0191 428 2700.

Application forms and further details are available on the school's website to be returned to the school or office@stjosephs.uk.net

Closing date: Thursday 9 am on 28 March 2019