



St Wilfrid's RC College is part of Bishop Chadwick Catholic Education Trust – Acting Executive Head Teacher Mrs Francesca Craik

Headteacher's PA/Business Manager – St Wilfrid's RC College

£32,234 per annum – Full Time – 37 hours per week

This is an exciting time to join our outstanding school. The school is part of the Bishop Chadwick Catholic Education Trust with 15 schools, which is growing rapidly to 34 schools by July 2022.

You will provide a professional and confidential personal assistant support service to the Headteacher. Additionally, you will lead the administrative staff and functions within the school, working closely with and supported by the Trust Central team.

You will be experienced, have high levels of initiative and motivated to work in a busy secondary school environment.

At St. Wilfrid's RC College, we are committed to inspire and develop all members of our community on a journey through faith and learning. We strive to achieve excellence and overcome challenges through mutual respect and consideration. St Wilfrid's RC College recognised as a Silver level employer through the 'Better Health at Work Award' and currently working toward the Gold level.

St Wilfrid's RC College 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.

Application forms and further details are available on the school's website www.st-wilfrids.org under Vacancies, completed application forms should be submitted by email to recruitment@st-wilfrids.org by **10am on Monday 19th April 2021**. Emailed applications are required and CV's will not be accepted.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

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.

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.