**ADMIN ASSISTANT VACANCY** **(MATERNITY COVER)**

**Salary: Band 4 SCP 6, £21,968 (£10,549 pro rata)**

**Start Date: 12th JUNE 2023**

**Contract: 21 hours per week, term time only**

**Shift pattern: 8.30-2pm Monday, Tuesday, Thursday, 9.30-4pm Friday**

CEO: Mr T.B. Tapping

Headteacher: Mr D. Woodhouse

**St Oswald’s Catholic Primary School, South Shields, NE34 8NS**

This post is a Support Staff – Admin Assistant post within the staffing structure at St Oswald’s Catholic Primary School. It is a fixed term post, providing Maternity cover until the current postholder returns from Maternity Leave.

The post-holder’s key accountabilities are to provide administrative, organisational and financial support to the school. Please see the job description and person specification for more details.

St Oswald’s is part of Bishop Chadwick Catholic Education Trust which 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.

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.

Application forms are required and CV’s will not be accepted. For enquiries regarding this role, please contact Mrs L Frey – [info@stoswaldsrc.co.uk](mailto:info@stoswaldsrc.co.uk) or (0191) 5367922.

To download the Application pack for this vacancy please go to <https://oswalds.secure-primarysite.net/vacancies/>

All application documents should be fully completed and submitted by email to [info@stoswaldsrc.co.uk](mailto:info@stoswaldsrc.co.uk) by 12pmon 17 April 2023.

Interviews will be held on **5 May 2023**

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. 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.*

**Bishop Chadwick Catholic Education Trust is the Employer**