



Administration Assistant

Salary: Grade 5 SCP 7 -12 (£20,092 - £22,183 per annum, pro rata)
Hours: 37 hours per week, Permanent, Term Time plus 3 days
Location: St Leonard's Catholic School, North End, Durham, DH1 4NG

Bishop Wilkinson Catholic Education Trust and St Leonard's Catholic School is seeking to appoint an enthusiastic and highly motivated individual to join our team. The successful candidate will have excellent communication and time management skills, with the ability to work on their own initiative.

We are looking to appoint for the following roles providing essential services to our school:

Post 1 – Administration Assistant – Attendance and Pastoral Support
Post 2 – Administration Assistant - SIMS Administrator

Bishop Wilkinson Catholic Education Trust is a family of 5 secondary schools and 26 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to a total of 48 schools by 2022. This is an exciting time to join our supportive, and growing team.

The successful candidate will have:

- A regard for the highest professional standards in all parts of school life
- Excellent organisation skills and a flexible approach
- The ability to work independently and as part of a team
- Excellent ICT skills with experience using Microsoft Office and SharePoint
- Previous experience of Schools information Management Systems (SIMS) would be advantageous

For further details about the posts please email Recruitment@st-leonards.durham.sch.uk

How to apply

Application forms and further details are available from our website and the application should be completed online via <https://bishopwilkinsoncetrust.postingpanda.uk/>

Furthermore, if you wish to return a paper application or have any enquires regarding this vacancy, please email us at recruitment@bwcet.com

Closing date: Friday 7th January 2022 @ 9.00am

Interviews: Week commencing Monday 10th January 2022

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.