



School Operations Manager

Location: St Leonard's Catholic School, North End, Durham, DH1 4NG
Grade: Grade N SCP 43-46 (£46,845 - £49,925)
Hours: 37 hours per week, Permanent, Full Time

St Leonard's Catholic School and the Directors of Bishop Wilkinson Catholic Education Trust invite applications for an enthusiastic, well qualified School Operations Manager.

The successful candidate will have:

- A clear commitment to the school's distinctive Catholic ethos.
- A regard for the highest professional standards in all parts of school life.
- Excellent organisation skills and the ability to work flexibly as part of a team.

We can offer:

- Taking Christ as the model for life, St Leonard's Catholic School endeavours to pursue excellence in all and for all and is committed to the professional development of all staff.
- A high performing Catholic school in the middle of the historic cathedral city of Durham that has a clear mission and strong tradition dating back to 1936.
- A vibrant, well run, ambitious and caring 11-18 school of c.1400 bright and enthusiastic students.
- A Sixth Form of c.240 students.
- A school where staff enjoy coming to work and are able to maintain a work-life balance.
- A professional climate where all staff are valued, listened to and who are able to fully use our gifts and talents.
- An excellent behaviour climate where staff can teach free from disruption.

St Leonard's Catholic School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 21 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

School Visit

We are passionate about our school and want to fill it with staff who share the same passion, values and drive. We would be delighted to answer any questions and can

arrange a visit. Please simply email Mrs Nicola Callender ncallender@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

Interviews to be held: 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.