



Administration Assistant

Location: St Joseph's Catholic Junior School, Birtley, Chester-le-Street, DH3
Grade: Grade D, SCP 5 - 7 (£25,583 - £26,403 per annum, pro rata)
Hours: 25 Hours per Week (Monday to Friday: 7:40am – 12:40pm), Fixed
Term Contract to 31st August 2027, Term Time Only plus 1 Week (39
Weeks per Year)

The Federation of St. Joseph's Infant and Junior schools requires a committed, conscientious and exceptional individual to support administration capacity, throughout the schools. The federated schools have been selected to be part of the DfE 2022 School Rebuild Programme. Consequently, we hope to have a new school site within the next three years, which seeks to bring together the two school communities, to form one family.

We are proud to be part of the Bishop Wilkinson Catholic Education Trust, a family of secondary, middle, primary and first schools in the Diocese of Hexham and Newcastle. Our schools are located in Northumberland, Gateshead, Sunderland and Durham. Bishop Wilkinson is the largest catholic education trust in the North East of England.

We pride ourselves on the warm, family atmosphere we provide for our children. The uniqueness of our small community means that every member of staff knows every child well and enables us to develop very strong relationships with all of our families.

We are seeking an individual to:

- work under the direction of the Headteacher to provide administrative support to the school.
- be part of a welcoming and supportive team of staff, parents and governors;
- gain the opportunity to join schools with a culture of continuous improvement;
- have high expectations for self, pupils and others;
- have opportunities to access continuous professional development;
- have excellent communication skills and the ability to relate well to children and adults;
- be kind and friendly towards all within our community;
- have a positive, forward-thinking mindset;
- be flexible and adaptable to change;
- be keen to undertake professional development and contribute new ideas;
- be organised and self-motivated. Contribute to the overall Catholic ethos/work/aims of the school
- be committed to the safeguarding and promotion of the welfare of children and young people

For an application form and further details about this vacancy please visit our website, <http://bwcet.com/vacancies/>, where applications can be completed online.

Closing Date: Thursday 20th August 2026
Shortlisting Date: TBC
Interview Date: TBC

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. An online search will be completed for all shortlisted candidates