



## Data and Exams Officer

### St Bede's Catholic Comprehensive and Byron Sixth Form

**CEO: Mr T.B. Tapping**

**Acting Executive Headteacher: Mrs F Craik**

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are 21 schools within the Trust with a schedule of additional schools joining each term.

**St Bede's is a popular and oversubscribed North East Top Ten School, on a rapid journey towards outstanding status. We are looking to appoint an exceptional Data and Exams officer to join our school**

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.

**Salary: Grade 7 Point 15-22 (£23,541 - £27,041)**

**Contract: Permanent 37 hours, Time Term Time plus 10 days**

Completed application forms should be submitted by email to [recruitment@st-bedes.durham.sch.uk](mailto:recruitment@st-bedes.durham.sch.uk) by 5pm on Friday 15<sup>th</sup> October. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Kathleen Rice.

Interview date to be confirmed.

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.*