

Office Manager

St. Cuthbert's Catholic Primary School

CEO: Mr T.B. Tapping

Headteacher: Mrs N Noble

Salary: Scale 5 SCP 7-12

£18,350.47 - £19,876.09) + a temporary honoraria to take pay to the equivalent of SCP 17 (£21,560.94). The temporary honoraria is in place pending the outcome of a pay review and is therefore subject to change/removal.

Start Date: 1st September 2025

Contract: Permanent, Term time only (plus 5 days)

Hours: 30 hours per week across 4 days (The successful candidate will be expected to work on a Friday, however the other days are flexible and this can be discussed with the successful candidate).

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are thirty schools within the Trust, five secondary schools with four sixth forms and 25 primary schools. The details of each of the schools currently within the Trust can be found on our website www.bccet.org.uk

St. Cuthbert's is a happy, family orientated school and we wish to appoint an experienced, passionate and innovative Office Manager. As a member of this team, you will work collaboratively alongside the Headteacher and Governors to achieve the best possible outcomes for pupils, parents and staff and provide confidential support to the school's leadership and local governing committee. Key responsibilities of this role will include the running and organisation of the school office, liaising with the Trust central team as well as being the first point of contact for visitors to the school.

The successful candidate will:

- be a strategic thinker, be creative and able to problem solve
- be experienced at running a busy school office
- have proven skills at managing systems
- meet all policy requirements and ensure that the school is kept up to date on all relevant Trust initiatives
- be able to plan for and implement new initiatives to further improve the running of the school office efficiently
- have the ability to manage your time effectively, use initiative, and be professional with a flexible attitude

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

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.

Completed application forms should be submitted by email to office@stcuthbertsprimary.com before 9:00am on 4th June 2025, for shortlisting. Emailed applications are required, and CV's will not be accepted. For enquiries regarding this role, please contact the school by telephone – 0191 5813090 or email office@stcuthbertsprimary.com

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.