



**St Michael's Catholic Primary School,**

**Houghton le Spring**

**Academy within The Bishop Wilkinson Catholic Education Trust**

**Primary School Office Administrator vacancy**

**Hours:** TTO

**Salary:** SCP 6 (£19,171 pro-rata to TTO)

**Required: September 2020**

St Michael's Catholic Primary School is looking to appoint an Office Administrator. This position offers an exciting opportunity for an organised and personable administrator to provide support to our whole school community. Successful applicants will be welcomed to the staff team within both St Michael's Catholic Primary School and Bishop Wilkinson Catholic Education Trust.

Applicants will have exceptional organisational, time management and planning skills. The successful candidate will have excellent interpersonal skills, be enthusiastic for the role and be able to communicate effectively with pupils and adults alike.

Working closely with the Headteacher, school staff and the Central team within the Bishop Wilkinson Trust, the successful applicant will be someone who can deal discreetly with confidential information, meeting different needs of stakeholders and able to multi-task.

Usually our Headteacher would warmly welcome and encourage visits to St Michael's prior to prospective candidates submitting application forms. However, in these exceptional circumstances, please do contact Mrs Madeleine Wilson, Headteacher of St Michael's via email if you have any questions you would like to ask: [office@stmichaelscatholicsschool.co.uk](mailto:office@stmichaelscatholicsschool.co.uk).

**Completed application forms should be returned to:**

Mrs Madeleine Wilson  
St Michael's Catholic Primary School  
Durham Rd,  
Houghton le Spring  
DH5 8NF

**Closing Date for applications to be received: Friday 29<sup>th</sup> May 2020 at 12 noon**

**Interviews to be held either by Video Conference or in school (depending on government**

**guidelines at that time):**            **Tuesday 7<sup>th</sup> June 2020**

Application forms, job description and further details may be obtained from the school website.

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the Trust Privacy Policy for Job Applicants on the website.

#### Additional Information

#### Equality Monitoring

Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.

The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.

#### Receipt of Application

Applications are acknowledged by email within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately via the email address for either school detailed above.

#### Postage

Insufficient postage occasionally leads to application forms being received after the closing date for application has passed. To avoid this, please ensure that you attach the correct postage to your application.

Please be aware we are unable to receive hand-delivered mail outside of current office hours

9:00am - 4:00pm Emailed applications are acceptable.

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote.