The Roman Catholic Diocese of Hexham and Newcastle
In partnership with Bishop Wilkinson Catholic Education Trust

Admin Assistant – St Joseph's Catholic Middle School, Hexham
£18,562 pa, Band 2 (pro rata to a term time only contract)
37 Hours per week, term time only. Fixed term until 31.8.2022

St Joseph's Catholic Middle School, Highford Lane, Hexham, NE46 2DD

Headteacher: Mr Paul Naughton
Tel: 01434 605124
Website: www.hexhamstjosephs.uk
Email: admin@hexhamstjosephs.uk
Number on Roll: 277

Required as soon as possible

We wish to appoint an experienced administrator with initiative, drive and enthusiasm to join our team.

The successful applicant will:

- work under the direction of the Office Manager to support staff, parents and pupils.
- 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;
- have NVQ 2 or equivalent qualification and good numeracy and literacy skills;
- have experience of clerical, administrative and financial work;
- knowledge of relevant policies and legislation;
- have a commitment to working within a team;

The successful applicant will also undertake the role of social media marketing co-ordinator responsible for:
- Developing, implementing and managing our social media strategy
- Manage and oversee social media content
- Maintenance of School websites and updating and publishing material on a regular basis.
- Create marketing strategies and social media campaigns to enhance the schools standing in the community.

St Joseph's Catholic Middle School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 24 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.

How to apply

Application forms and further details are available from our website and should be returned to Alison Mellor, Senior Admin Manager, alison.mellor@hexhamstjosephs.uk.

Closing date: Tuesday 19th October 2021
Shortlisting: Wednesday 20th October 2021
Interviews to be held: Friday 22nd October 2021

Only applications received on the CES application form will be considered for shortlisting.

The board and the Diocese are 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.

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 'Notes for Applicants' document.

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.

Emailed applications are acceptable

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.