



## Headteacher's PA / Business Manager

**St Anthony's Girl's Catholic Academy**

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

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 26 schools within the Trust with a schedule of additional schools joining each term. The details of each of the schools currently within the Trust can be found on our website [www.bccet.org.uk](http://www.bccet.org.uk)

At St Anthony's we deliver world class education. Our school is an outstanding Catholic Academy with 1350 students aged 11 -18 years and founded upon the Mercy tradition. **We are looking to appoint an exceptional Headteacher's PA / Business Manager 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 8 Scale Point 31 – 35 (£34,728 - £38,890)**

**Start Date: ASAP**

**Contract: 37 hours per week, whole time, full time**

**Interview day: 10<sup>th</sup> February 2022**

Completed application forms should be submitted by email to [enquiries@st-anthonys-academy.com](mailto:enquiries@st-anthonys-academy.com) by 9am on Friday 4<sup>th</sup> February 2022. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Mrs C Hammill Head of School on 0191 5658904 or at [enquiries@st-anthonys-academy.com](mailto:enquiries@st-anthonys-academy.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.*

*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.*