



# St Benet Biscop Catholic Academy

Bedlington, Northumberland  
Headteacher: Mr K Shepherd NOR: 1110

## Receptionist and Administration Assistant

Required from September 2024

Grade: BB03 (Scale Point 4 to 5)

FTE Salary: £23,114 to £23,500 Actual Salary: £20,358 to £20,698\*

Working pattern: 37 hours per week **Term time only** + 10 days

*\*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £12.00 an hour.*

We are seeking to appoint a professional, welcoming and customer-focused administrator to work in our reception area. The successful candidate will join a committed, experienced and friendly team and will primarily be tasked with welcoming all parents, pupils and visitors to our school whilst ensuring that safeguarding and security procedures are followed at all times.

This is a key role which is integral to the smooth running of our school's administrative support service and includes providing general clerical support and support for pupils, parents and staff. The successful candidate will have experience of working in a busy customer facing administrative role.

St Benet Biscop is a popular and oversubscribed school which is highly regarded within the community and we offer a high-quality education in a Catholic / Christian environment. St Benet Biscop is part of the Bishop Bewick Catholic Education Trust; a large trust consisting of 39 schools.

This is an exciting time to join St Benet Biscop. It is a great place to work and provides excellent job satisfaction. It is a very happy school with an open, supportive and positive working environment. In our recent Ofsted inspection, in January 2023, we were graded as "good" in all areas. Ofsted highlighted:

- *"There is a strong sense of community at St Benet Biscop."*
- *"Pupils get along well with each other and with the staff."*
- *"Lessons proceed calmly, and pupils engage well with their learning."*
- *"Staff say senior leaders consider their workload and listen to their views."*
- *"Staff at the school have a good understanding of safeguarding because they are well trained."*

We are committed to safeguarding and promoting the welfare of children and young people. The successful candidates will be subject to an enhanced disclosure through the Disclosure and Barring Service and additional recruitment checks.

This is a fantastic opportunity to join our school community and we are looking for an energetic and passionate individual, with excellent organisational and interpersonal skills who will impact positively in this role. Applicants should clearly indicate in their supporting statement what they could bring to this role in terms of experience.

If you would like to have an informal discussion about the role or a tour of the school prior to applying, please contact Mrs R Murray (Academy Business Manager) on 01670 822795.

An excellent benefits package is offered including the following:

- A competitive salary
- Access to training and support
- Enhanced sick pay of up to 26 weeks full pay (after qualifying period)
- Eligible to be part of the Local Government pension scheme (current employer contribution rate of 18.1%).
- Family friendly BBCET policies and practices that promote health and wellbeing
- Access to car lease, bike to work and local travel pass salary sacrifice scheme

Application packs, including job description and person specification for the post are available by accessing the Academy's website: <https://www.st-benetbiscop.org.uk/vacancies>. Applications from all denominations are welcome.

Completed applications should be sent to [HR@stbb.org.uk](mailto:HR@stbb.org.uk) for the attention of Mr Shepherd, Headteacher.

**Closing date for applications: *by noon Monday 15 July 2024.***

We reserve the right to appoint in advance of the closing date and may invite exceptional applicants for an early interview in advance of the closing date. We encourage all interested applicants to submit their applications promptly.