



Receptionist

St Anthony's Girls' Catholic Academy

CEO: Mr T.B. Tapping
Headteacher: Mrs Marie Lanaghan

Salary: Grade 1 SCP 3 to 4 or Real Living Wage, whichever is the higher
The full-time salary is £24,309 and the actual pro rata salary is £7,608.11 p.a.

Start Date: 06 January 2025

Contract: Permanent

Working Hours: 14 hours - 2 days a week Thursday and Friday 8am to 3.30 with 30 mins unpaid lunch Term time only

This post will be predominantly supporting our sixth form reception area.

We are looking to appoint a **Receptionist**, who is adaptable, flexible and able to navigate changes quickly and effectively. This is an exciting opportunity to deliver a high standard of service that supports all students in the school community to thrive. At St Anthony's we look to inspire and develop all members of our community on a journey through faith and learning. We strive to achieve excellence and overcome challenges through mutual respect and consideration. Our workload charter sets the tone for what we stand for as a Trust and sets out our commitment in relation to staff workload and wellbeing. This supports our overall mission of creating: Better Schools, Better Communities and Better Futures in Christ.

St Anthony's Girls' Catholic Academy is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham. 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.

All application documents should be fully completed and submitted by email to recruitment@staga.co.uk by **9am on Monday 09 December 2024**. Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Mrs Marie Lanaghan, Headteacher via email recruitment@staga.co.uk.

Interview details will be confirmed following short-listing.

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. References will be requested for all short-listed 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.