



**Diocese of Hexham and Newcastle**  
**within Bishop Bewick Catholic Education Trust**  
**English Martyrs' Catholic Primary School**



Beaufront Gardens, Fenham, Newcastle upon Tyne, NE5 2SA Tel: 0191 2747463

[www.emcps.co.uk](http://www.emcps.co.uk)

Head Teacher: Miss M Elliott

**Full-Time Administrative Assistant (Level 2)**  
**Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm (37 hrs per week)**  
**Term-time only with 5 additional days**

**Salary:** BB03 £23,114 - £23,500 per annum pro rata (Actual £19,847 - £20,178 per annum)

(\*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.\*)

English Martyrs' Catholic Primary is a highly respected two form entry Catholic School providing a good education for all our pupils, including the new addition of an ARP (Additional Resourced Provision) on site. The Governors of English Martyrs' Catholic Primary are looking to recruit a cheerful and friendly person to work as part of our administration team. The key aspect of the role is to provide a welcoming environment to parents, staff, pupils and visitors whilst providing comprehensive financial and administrative support to the school. You will need to enjoy working in a very busy environment and have excellent organisational, communication and IT skills.

English Martyrs' strives to wrap children in an atmosphere of care, love and fun. We aim to provide for their moral, social, spiritual and cultural development so that they will have excellent attitudes and relationships

**The successful candidate will:**

- Provide efficient administrative support determined by the Head Teacher and School Business Manager.
- Be a team player that is able to multi-task effectively and demonstrate a commitment to achieving high standards.
- Promote and safeguard the welfare of children and young people within the school.
- Have excellent communication skills and have a genuine desire to involve themselves fully in the life of our school and to work as part of our forward-thinking team of professionals.

**We can offer:**

- A warm and welcoming school community underpinned by a strong Catholic ethos where all are valued.
- Well-motivated, happy, confident and friendly pupils who enjoy learning.
- Governors who are active and supportive.
- Parents/Carers who are proud of the school.
- Supportive, enthusiastic and dedicated staff who are open to new ideas.
- A commitment to continuous professional development.

An application pack and further details are available from the school website at [www.emcps.co.uk](http://www.emcps.co.uk) or by emailing [office@emcps.co.uk](mailto:office@emcps.co.uk) for the attention of Mrs Kenny, School Business Manager.

Completed applications and associated documents, accompanied by a covering letter, should be sent electronically for the attention of the Headteacher, Miss Maria Elliott at [office@emcps.co.uk](mailto:office@emcps.co.uk)

**Closing date: Noon on Monday 23<sup>rd</sup> September 2024**  
**Interview date: To be confirmed following shortlisting**

*The School, Governors, BBCET and Diocese of Hexham and Newcastle are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. An offer of employment would be subject to receipt of a satisfactory Enhanced DBS check and other pre-employment checks.*

*English Martyrs' has formally adopted the Diocesan Model Statement on Equal Opportunities to ensure that we assess the best candidate against the criteria provided and do not discriminate on grounds of age, sex, race, colour, nationality, ethnic origin or disability.*