

St Mary's Catholic Primary School

'Growing, loving and learning in the arms of Mary'

Meadowside

Sunderland

SR2 7QN

Telephone 0191 5228787

Headteacher Mr M. Clephane



Receptionist/Admin Permanent Part Time - VACANCY

Salary: SCP 2 (£24413) Actual salary £7840 to £8016 pro-rata to hours and weeks worked.

Start Date: January 2026

Contract: 14 hours per week (Monday & Tuesday). Term Time plus 5 days (Inset days).

CEO: Mr T.B. Tapping

Headteacher: Mr M. Clephane

The Governors are seeking to appoint, a permanent Part Time, enthusiastic, motivated and committed Receptionist/Admin Assistant who has an understanding of good primary practice.

Applicants should have experience of working in an office environment and knowledge of computer systems such as Arbor and Microsoft Office. Have the ability, flexibility and willingness to provide support during the school day, including lunchtimes and also be able to supervise in the main dining hall.

Candidates should show a willingness to make a positive contribution to the wider Catholic life and ethos of our caring and high achieving inclusive school, where every child matters.

The successful candidates should be:

- Able to provide a Reception Service to visitors, parents and children and to provide general clerical, financial and administrative support.

Principle Responsibilities:

- Providing support for the School Office and whole school as outlined in Job Description and Personal Specification, maintaining confidentiality at all times.
- Able to work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, being respectful of other's roles and responsibilities and knowing when to seek help and advice from colleagues.
- Knowledgeable and able to fully adhere and comply with all schools policies, practices and procedures.
- Build and maintain successful working relationships with pupils, parents/carers and staff.
- Creative and forward-thinking with the confidence to embrace new ideas and technology.
- Work in a school with a strong commitment to continuous professional development and a network of support from our school partners.

The Governing Body of St Mary's Roman Catholic Primary School and the Diocese are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and the highest priority is given to following the guidance and regulations to safeguard them and we are committed to respond in accordance with Local Safeguarding Board procedures
E-Mail: info@smrc.school Website: www.smrc.school



Bishop Chadwick
Catholic Education Trust



Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Val Atkinson Office Manager - 01915228787.

Application packs, and further details are available from School office, school website www.smrc.school or by e-mail info@smrc.school

All Applications should be returned to Mr M Clephane, Headteacher by e-mail info@smrc.school by:-

Closing Date: 5^h December 2025 - 12 noon

Shortlisting: 5^h December 2025

Interviews: 15th December 2025

If you have not been contacted before the interview date, it should be presumed that you have been unsuccessful with your application.

St Mary's Catholic Primary School 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.

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.

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.