

## Supervisory Assistant vacancy x2

### St Mary's Catholic Primary School- Jarrow

CEO: Mr T.B. Tapping

Executive Head Teacher: Mrs. M. Graham

Head of School: Mrs. A. Tumelty

Salary: £21,029.27 pay pro rata (£10.90 per hour) Actual: £3,606.89

Start Date: ASAP upon completion of checks

Contract: Permanent post. 7.5 hours per week. 12-1:30pm daily.

We are looking an enthusiastic Supervisory Assistant to join our dedicated and hardworking school team. If you are highly professional, well organised, committed and experienced, we would love you to join our team here at St. Mary's Catholic Primary School.

#### **We wish to appoint an individual with:**

- A passion for working with children;
- Excellent communication skills;
- The ability to demonstrate initiative and is sensitive to the needs of children, enabling them to enjoy their education and reach their potential;
- The passion for nurturing excellence, ensuring all children are motivated and engaged;
- The ability to work as part of a team and be reliable.
- A commitment to inclusion and equality of opportunity.
- A commitment to furthering their skills and knowledge as and when required with this role.

#### **We can offer:**

- A commitment to personal development;
- A supportive team of staff, parents and governors;
- An exciting working environment with engaged, motivated and enthusiastic children.

Application packs can be found on our school website <https://stmarysjarrow.co.uk/vacancies/>

Completed application forms should be submitted by email to [soffice@stmarysjarrow.co.uk](mailto:soffice@stmarysjarrow.co.uk) by midday on **Thursday 8<sup>th</sup> June 2023** on a CES support staff Application form. Emailed applications are required and CV's will not be accepted. For further enquiries regarding this role, please contact the school on 0191 489 8336.

**Interview date to be arranged.**



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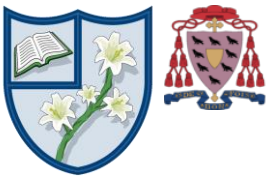


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# St. Mary's Catholic Primary School

Ayr Drive, Jarrow NE32 4AW Tel. 0191 4898336: Fax. 0191 4898338

Executive Head Teacher: Mrs. M. Graham

Head of School: Mrs. A. Tumelty

[soffice@stmarysjarrow.co.uk](mailto:soffice@stmarysjarrow.co.uk) [www.stmarysjarrow.co.uk](http://www.stmarysjarrow.co.uk)

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

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 final total of 34 schools in the Trust. 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)

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.

*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.*



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