

Business Lead – Vacancy

St. Matthew's Catholic Primary School

CEO: Mr T.B. Tapping

Headteacher: Mrs E Alderson

Salary:

SCP 17

£30,060.00 (£26,823 Pro-Rata)

Band 5 SCP 12 + a temporary honorarium to take pay to the equivalent of SCP 17. The temporary honoraria is in place pending the outcome of a pay review and is therefore subject to change/removal.

Start Date: 1 September 2025

Contract: Permanent, Term time only plus 10 days

St Matthew's Catholic Primary School is a happy and welcoming school, where our dedicated and passionate staff team work hard to provide a safe and stimulating environment to ensure all of our pupils 'let their light shine.' We wish to appoint an experienced, passionate and innovative Business Lead. Key responsibilities of this role will include the running and organisation of the School Office, liaising with the Trust Central Team as well as being the first point of contact for visitors to the school.

The successful candidate will:

- have proven office experience and the ability to manage office systems
- be able to plan for and implement new initiatives to further improve the running of the school office efficiently
- have the ability to manage your time effectively, use initiative, and be professional with a flexible attitude

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.

Completed application forms should be submitted by email to TMAoffice@stmatthewsjarrow.co.uk before 9:00am on **Wednesday 2 July 2025** for shortlisting. Emailed applications are required, and CVs will not be accepted. Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

For enquiries regarding this role or to arrange a visit to the school, please contact Mrs E Alderson, Headteacher, at TMAoffice@stmatthewsjarrow.co.uk or on 01914898355.

Interviews: Monday 7 July 2025

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.