



Biddick Academy

Biddick Lane
Washington
Tyne & Wear
NE38 8AL

11-16 Comprehensive

1125 on roll

Headteacher: Miss K Morris

**Required for 1 September 2022.
Student Office Manager**

37 Hours Term Time only

**Scale 6 £25,927 - £27,514 (Full Time Equivalent)
£22,396 - £23,767 (Actual)**

We are seeking to appoint a motivated, committed and enthusiastic Student Office Manager. You will support the Head of Years and Senior Leadership team in providing pastoral care for students and be the first port of call for parents/carers. As Student Office Manager, you will provide support in monitoring and tracking all students in order to contribute to raising achievement, attendance and behaviour.

The successful candidate should be supportive of the ethos and values of the school and have the ability to encourage and motivate our students.

Biddick Academy is a good school (Ofsted, 2021) conveniently situated 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community and is consistently oversubscribed year-on-year. We are seeking to appoint a colleague who shares our passion for learning and our determination to change lives through the education we provide. Our curriculum is founded on the core values of resilience, curiosity, aspiration, and readiness.

The successful candidate will:

- Good time management, with the ability to remain calm under pressure
- Be uncompromising in their high expectations



- Have excellent interpersonal and communication skills
- Have the ability to engage and build excellent relationships.

Biddick Academy provides an extremely supportive induction programme for new staff and excellent professional development opportunities.

We actively welcome visits and would be delighted to show you around our Academy to meet the team and fully appreciate our excellent learning environment and facilities.

Please contact Mrs Vivienne Stonebridge HR Manager at stonebridge.v@biddickacademy.com or 0191 5111600, ext 5013 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to recruitment@biddickacademy.com

Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

Closing date for application: 27 June 2022

Interviews: 4 July 2022