

TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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HEAD: David S Ainsworth BA, M Ed



November 2016

Dear Applicant

Post of Sixth Form Administrator (*Maternity cover*)

Thank you for your interest in the above position at our school.

Together with an application form, the application pack contains the following papers for your further information:

- A description of Trinity Church of England High School and our vision for the future;
- Job description;
- Further information about the position;
- Disclosure and Barring Service notification.

Support staff at Trinity play an important and integral part in the school's life. This is a temporary, full-time position, working term-time only, plus 4 additional days, 37.5 hours per week, with some paid holidays. The working hours are 08:00 to 16:00 with 30 minutes for lunch. *The salary is Grade 4, point 17-21, which is £17,547-£19,939 (pro rata).* The start date for the position is Monday 09 January 2017.

When completing the application form please ensure that we have the fullest possible details of your qualifications, experience (both paid and voluntary), and the interests that you have that would equip you to undertake the role in our school. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks where necessary.

Please also outline any experience you may have of working with students, particularly in a Sixth Form setting, and explain what you think you could bring to the Sixth Form Administrator's role in light of your knowledge and experience and any training and/or qualifications you may have.

The closing date for applications is **09:00am on Monday 12 December**; interviews will be held on Thursday 15 December.

Trinity Church of England High School is committed to the protection and safety of its pupils. We operate a Safer Recruitment policy and an appointment will be subject to an enhanced Disclosure and Barring Service check.

Yours faithfully

David S Ainsworth
Head

