 Canon Slade School

Bolton

Thank you for your interest in a post at our school. Canon Slade is a friendly, vibrant and exciting place in which every member of our school is recognised and valued for the individual they are, made in the image of God, and where each is given every opportunity to fulfil their potential.

We have been graded outstanding by Ofsted since 2012:

* *“The school’s firmly held values and caring ethos underpin all aspects of its work and are proudly endorsed by the students, staff, leaders and governors who make up the Canon Slade School family”;*
* *“All students make outstanding progress as a result of excellent teaching that challenges their thinking and engages their independent learning”;*
* *“The Sixth Form is outstanding. Students make excellent progress academically and their personal development is exceptional. The vast majority of students secure places at the universities of their choice”;*
* *“Staff know all the students extremely well”;*
* *“Students relish the many opportunities the school provides for them”;*
* *“Students’ behaviour is excellent and contributes to their exceptional learning”;*
* *“Links with parents are strong”.*

Similarly, the inspection the school had as a Church of England School said:

* *“The distinctiveness and effectiveness of Canon Slade as a Church of England School are outstanding”*

**The Administration Department**

The Administration Team consists of 15 members of staff led by Office Manager, Tracy Dawson. Each member of the team has specific responsibilities attached to their role and some colleagues work in various offices across the school site.

The role of Senior Clerical Assistant (Personnel and ITT) will be based in the main reception office. This is a busy environment where you will be working along with five other members of staff, one of which is your immediate line manager.

**The Place**

Canon Slade School has a long and distinguished history. Originally founded in 1855 by the then Vicar of Bolton, Canon James Slade, the school has served families throughout Bolton in providing an outstanding education set within a strong ethos.

Bolton is a friendly and vibrant town in north west Greater Manchester, surrounded by beautiful countryside. It has great sports and leisure facilities, with very good transport links.

The price of housing and the cost of living in this area are reasonable and affordable. We have 250 staff working at the school, with a mixture of those who live locally and others who travel to work from further afield.

**The School**

Canon Slade School is set on a beautiful 57 acre site. We enjoy splendid views and have hundreds of mature trees, a river bank, and two wildlife ponds! Our facilities and the breadth of opportunities offered to young people are outstanding. The quality of teaching and learning, academic results, pastoral care, extra-curricular opportunities and Christian nurture at Canon Slade School stand amongst the best of the nation's state schools.

We are oversubscribed, with 1700 students on roll, including 335 in the sixth form. We have a well-deserved reputation for outstanding academic work, Drama, Music, Sport, (Sportsmark Award and regular success in national competitions) and many other activities. We are one of only three schools nationally to hold the distinguished Diamond Award for Cultural Diversity. We are a *Cross of Nails Centre for Reconciliation* in association with Coventry Cathedral.

Our motto "*Ora et labora*" (Pray and Work) is our guiding principle. It is this commitment to work and the Christian life that ensures the success of the school and our ability to ensure every student is to flourish. A visit to our magnificent chapel, completed in 2004, bears witness to the centrality of our Christian faith to the life and work of the school.

Each pupil is involved in an act of Christian worship each day and everyone is encouraged to do their best in every aspect of their work. High standards of behaviour and mutual respect are expected.

The next stage of our development as a school will see us becoming a founding member of The Bishop Fraser Trust, as an academy, in partnership with St James Church of England High School in Farnworth and Bolton St Catherine’s Academy. This offers exciting opportunities all round, and has the full support of the Diocese of Manchester and Bolton LA. Conversion will be on an ‘as is’ basis for all pay and conditions of service arrangements.

**The Post**

**Senior Clerical Assistant (Personnel and ITT)**

Permanent contract, term time only plus 1 day

26.25 hours per week (8.15am – 1.30pm, Monday to Friday)

Grade 3 (points 13 to 17)

Pro rata annual salary between £9,729.02 and £10,484.76 (based on under 5 years’ continuous service)

Contract start date as soon as possible

**What to do next**

We hope that you have enjoyed reading about the school and that you will feel able to apply for this post.

Please complete the **Canon Slade** **application form** as we can only consider applications made on this form. Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please let us have both the supporting letter and the application form by the **closing date of** **Monday 27 November 2017 at 10.00am** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

We do not usually acknowledge receiving applications. Please let us know by email if you wish us to acknowledge yours. If you do not hear from the school within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The school has an Equal Opportunities policy. If you consider yourself to be disabled, please state the nature of the disability, giving details of how we can accommodate these needs should you be selected for interview and subsequently appointed.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check.

***Mr D Burton (Headteacher)***