



Ralph Allen School

4 January 2021

Respect • Teamwork • Personal Best

Dear Applicant

Cover Administrator. Grade 4, points 7-8, actual salary £6,808-£6,943pa. Term time only plus 3 inset days; 15 hours per week Monday to Friday 7.00 am to 10.00 am. Occasional extra hours may have to be worked, for which overtime would be paid.

Thank you for expressing interest in the post advertised. Your application form and supporting statement (letters of application, maximum 2 sides A4) should be received in the school by **9am Friday 15 January 2021**. Candidates are requested to ensure that letters of application address all areas in the personal specification and job description with clear concise examples of how you meet the requirements of the post. The role is wide and varied and the successful candidate will have to share our vision of how a secondary school should function. You will play an active part in the life of the school and support the various programmes which are run by the school. Shortlisting will very much relate to how convinced the panel are that you meet the criteria as stated. Please note that no other material (such as testimonials or CVs) will be considered during the selection process.

The school

Everyone who works at Ralph Allen School is committed to comprehensive education. We attempt to ensure that all our work is underpinned by the principles of excellence, entitlement and partnership. Through these we see ourselves as working towards equality of opportunity and to providing the best possible education for the students who are our responsibility. Our school ethos is respect, teamwork and personal best.

The Palladian Academy Trust

You would be joining the Palladian Academy Trust at an exciting time in its strategic development. The Palladian Academy Trust (PAT) is a group of like-minded local schools - all academies - that are working together in partnership for the benefit of our children's education. The group of geographically close secondary, primary, infant and junior schools is building on existing good practice and collaborative work. We seek to retain the ethos and identity of each school while enjoying and exploring the benefits of partnership. Everyone who works at the trust is committed to education.

We do hope that having read all the details regarding the position and having studied the job description; you intend to apply. You may be assured of a well-considered induction to the school and support for your own professional development. We look forward to hearing from you. If you have not heard from us by 22 January 2021, then please assume that your application has not been successful on this occasion.

We take the safeguarding of our students and staff extremely seriously. Prior to appointment, a satisfactory Enhanced Disclosure certificate from the Disclosure and Barring Service will be required for this post.

Yours faithfully

Andy Greenhough
Headteacher

Headteacher: Andy Greenhough BSC (Hons) | Deputy Headteacher: John Chantry BA (Hons)

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