



Admin Support Assistant - Exams

Dear Colleague

Thank you for your interest in this exciting opportunity at St Laurence School.

This post is extremely important to us. As a high performing and successful school we want all our staff to understand that whatever role you play in the school, it is valued and has an impact on our success. Associate staff are as welcome and respected in our school as all others and we fully understand how each part that is played helps our young people make progress.

I firmly believe that by promoting all staff to be outstanding and inspirational practitioners and providing an understanding of the wider importance and opportunities of the school, all of us will flourish and believe in our school vision that 'people are our treasure'.

I am interested in you, your skills and your ethos. I started in January 2021, and soon felt the palpable vision and planning in place to achieve the objective of being and remaining a GREAT school in which, all groups of students experience a world class curriculum, enabling them to reach their full academic and personal potential. My arrival has not changed this vision at all. The successful candidate would be joining our exemplary staff team at a significant point in our journey as a school. In March 2022 we had our inspection as a Church school and in December 2022 we had our Ofsted; both are available on the website and I encourage you to read them. We could not have been happier about the results and see them both as fair and honest accounts of life at St Laurence.

We are very proud of all our students, no matter what their background or starting point. We are an inclusive and caring community. Our academic standards are strong, with our focus being on progress against stretching targets rather than merely raw grades achieved. This year some of our students will achieve "Oxbridge" offers whilst some students will opt to take non-GCSE courses at KS4 – we are proud of every one of them and strive to offer an individualised curriculum to meet their needs. We have high expectations of all our students in terms of attendance, punctuality, completion of work and commitment to community service.

St Laurence is a wonderful school to work in – visitors regularly comment on the strong community and welcoming, friendly atmosphere. Staff work very hard to uphold our high standards in all areas. In these pressurised times in education, we place a priority on looking after the wellbeing of our staff and exploring better ways of working.

We are looking for someone who is positive, visible and people-centred, living out our aspiration to be a school in which we truly care, inspire and, therefore, succeed. Alongside this we need someone who is fully committed to working as part of a team to drive our journey of continuous improvement, so that we have nothing less than the best provision for our young people.

If you would like to apply please:

1. Complete the application form
2. Explain how your experience and skills would enable you to carry out the role successfully

Please send your letter and application form by email to jobapp@st-laurence.com

I look forward to your application.

Yours faithfully

Tim Farrer
Headteacher

Email: jobapp@st-laurence.com
Phone: 01225 309500
Web: www.st-laurence.com