



November 2023

Dear Applicant

ATTENDANCE AND ADMISSIONS ADMINISTRATOR – BIRCHENSALE MIDDLE SCHOOL

Thank you for your interest in the above post. The following information is available:

- Information about the School; <https://www.birchensale.worcs.sch.uk/>
- Job Description and Person Specification
- Relevant policies including Safeguarding & Child Protection Policy and Safer Recruitment Policy by visiting the policy section on <https://www.bordesleyamat.org/>

Applications

If you wish to make an application please complete the application form on the TES website. Please note we are only able to accept applications completed on this form. We will not accept CV's or applications via other websites. **Please ensure that all sections are completed fully as any gaps may result in you not being considered for shortlisting.** Applications should be received by 12.00 noon on **Friday 24th November 2023.**

Application Form

Please ensure that this is used for your 'letter of application'. Do not leave any gaps in employment or education history without an explanation. Please ensure that all grades are indicated for GCSE and A Level examinations and degree level. Please use the Additional Skills section to highlight any other skills, attributes that you have which would be relevant to your application. **This is your chance to sell yourself!**

Referees

The position is subject to satisfactory references. Please ensure that you provide two referees along with email contact addresses. **One referee should be your current employer.** For all teaching posts one referee should be your current or most recent headteacher. We will contact referees prior to interview. It may be prudent to indicate an additional referee in the event that referees may not be available.

Invites for Interviews

If successful at shortlisting, invites for interview will be sent to you via the TES portal and these are usually sent out within 2-3 days from the closing date. Please ensure that you check all of your inboxes at this time, as we are aware that some of these invites do go into "junk" or "clutter".

We will provide a full interview schedule for shortlisted candidates. All interviewees will be expected to provide three forms of ID, evidence of qualifications and evidence of right to work in the UK.

CEO: Mr A Ward, B.Mus, NPQH

Telephone: 01527 586970 / email: admin@bmat.co.uk

Bordesley Multi Academy Trust, a charitable company limited by guarantee, registered in England and Wales, Company Number 07704968
Registered Office: Trinity High School & Sixth Form Centre, Easemore Road, Redditch, Worcestershire, United Kingdom, B98 8HB

Safeguarding

This post is subject to an Enhanced DBS check and criminal background check via the disclosure procedures. Also, as per The Department for Education Statutory guidance, in accordance with the "Keeping Children Safe in Education" legislation latest version that came into effect on 1st September 2022, shortlisted candidates will be subject to an online search as part of our due diligence. This form will be sent to all shortlisted candidates to return prior to interview.

Bordesley MAT is committed to the protection, safety and welfare of its pupils and staff and we aim for the highest standards in safeguarding procedures. We expect all staff and volunteers to share and promote this commitment.

School Information

Please visit the school website <https://www.birchensale.worcs.sch.uk/> for comprehensive information. Should you wish to visit the school prior to application we will be happy to arrange this, please contact Mr P Clifton, Deputy Headteacher on 01527 68430 or pclifton@birchensale.worcs.sch.uk

Unsuccessful applicants who are not called for interview will be notified via the TES portal, within two weeks of the closing date. We will also only be able to provide feedback to shortlisted candidates.

Can I take this opportunity of thanking you for your interest in this post, and **we look forward to hearing from you!**

Yours sincerely



Ms J Reynolds
HR Officer, Bordesley MAT

CEO: Mr A Ward, B.Mus, NPQH

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