



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



APPLICANT INFORMATION PACK

Office Manager
Bolton St Catherine's Academy



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

Office Manager

Grade F SCP 17 – 23 (£28,770 - £32,076)

Actual Salary £24,635.79 - £27,466.72

37 Hours Per Week

Term Time Plus 5 Days

Permanent Contract

Required 22nd April 2024

Closing date: 9am, Monday 15th April 2024

Interview date: TBC

WELCOME TO THE BISHOP FRASER TRUST

From Mrs Tuesday Humby, Chief Executive Officer

Dear Applicant,

In January, I took on the role of chief executive at The Bishop Fraser Trust, and I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows;

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



The Trust's vision is based on our strongly held Christian values: **“To allow all children to experience ‘Life in all its fullness’, no matter what their starting point.”** We offer a high quality, inclusive and distinctive education within a caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

We became a Trust to secure the special nature of our individual schools as we do not think that one size fits all. Our schools still retain considerable autonomy over their curriculum to ensure it is the best possible offer for the context of the school.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer

WHY WORK FOR THE BISHOP FRASER TRUST?

Professional development

Making thousands of professional decisions every day requires the best evidence, knowledge, and professional wisdom to secure the best outcomes for our children. At TBFT, we recognise the importance of investing in our staff and placing continuous professional development (CPD) at the heart of our efforts to engage, develop, and retain the best talent. We offer a range of development opportunities and strong career pathways for all roles within the Trust. Whether through internally run programmes or partnerships with external providers, we provide accredited and bespoke training programs, including a range of NPQs to support teachers and leaders at all levels. Moreover, we collaborate closely with other educational leaders to deliver high-quality CPD in pedagogy, behaviour management and curriculum development. Through steering groups, forums, improvement networks, peer reviews and conferences, you'll have the support and challenge of your peers from across the trust, fostering opportunities to network and collaborate.

Equality, diversity, and inclusion

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce. We want to become a more diverse organisation at senior levels, and so welcome applications from black and ethnic minority candidates who are currently under represented. We always hire on merit and welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils. Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed

Wellbeing and support

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing. From an employee assistance programme for you and your family, a counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts and more, we strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another. We also value the need for refreshment and re-energisation, offering generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways. We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further.



WELCOME TO BOLTON ST CATHERINE'S ACADEMY from the Headteacher, Rachael Lucas

Dear applicant,

This is an exciting time to consider joining the highly professional team at Bolton St Catherine's Academy, a centre of learning where achievement, expectation and enjoyment combine.

At BSCA our vision is clear. We believe learning is the key which opens the door to a whole life of opportunities. As a family, at the heart of our local community, we care for each other. Together we continually strive for excellent teaching which inspires engaged and motivated learning. We make sure that every member of our BSCA family is empowered to; BELIEVE in ourselves; STRIVE to reach our goals; CARE for each other and the world; ACHIEVE all of which we are truly capable. From these values we build a future of hope. At the heart of our vision are our four values - Believe, Strive, Care and Achieve. These values underpin all that we do at BSCA.

We are a fully inclusive, purposeful all age Academy that sets high expectations of both our students and our staff. We understand that success stems from positive relationships and people will learn and work far more effectively in an environment where they are happy, feel secure and where they feel they can make a positive contribution. We are delighted that our 2022 GCSE results are our best ever seeing a massive increase from pre-pandemic levels.

This is testament to the amazing staff team and students.

This year sees us embark on the next iteration of our key CPD offer of Instructional coaching putting us at the vanguard of evidence informed staff development. We are excited to be leading the Trust on this issue.

We have an exciting, engaging and relevant curriculum that responds to the needs of our young people. Our curriculum enables staff to encourage and develop students' learning through stimulating and modern teaching. We are supported in delivering the curriculum by our fabulous new building with state-of-the-art technology and innovative learning spaces.

Our staff firmly believe that they can make a difference by putting our students at the heart of the educational experience. As well as focusing on their students' progress, achievement and enjoyment, staff have the flexibility to develop effective and innovative approaches to learning whilst maintaining a relentless focus upon raising standards and attainment.

Our team needs to have determination, view challenges as opportunities and have well-honed interpersonal skills. We must be at the top of our game and understand that our students' achievements are ours and that they are at the centre of everything that we do.

Joining the then recently formed Bishop Fraser Trust in 2018 alongside the Ofsted "outstanding" Canon Slade

School and St James's C of E High School and with St James's Teaching School designation, provides opportunities to work collaboratively within the wider MAT community, sharing good practice and building on the much-needed improvement work and progress that has been taking place over the past two years.

With the fantastic facilities we have in our 236m new build, a progressive attitude to CPD and advancement through the MAT's own teaching school and a strong and supportive senior leadership team, the new Bolton St Catherine's Academy is a great place for you to make a real difference in the lives of the young people of Bolton. We look forward to receiving your application.

It has been a privilege to lead the academy over the last five years especially as we are seeing all our hard work bearing fruit. I am excited to see the impact that instructional coaching, the continuation Of RISE and deliberate practice will have on the outcomes for the students over the next 12 months.

Do come and take a look around - you will be delighted with what you find!! We are open and transparent in all that we do.

Mrs R Lucas (Headteacher)



BOLTON ST CATHERINE'S ACADEMY

Stitch-Mi-Lane, Breightmet, Bolton BL2 4HU • 01204 332533

contact@boltonstcatherinesacademy.org.uk • www.boltonstcatherinesacademy.org.uk

ABOUT BOLTON ST CATHERINE'S ACADEMY

Bolton St Catherine's Academy educates children and young people from 3 to 16 years of age. The values of Bolton St Catherine's Academy are underpinned by a growing Christian ethos. They are an inclusive Academy for those of Christian faith, for those of other faiths, and those of no faith. St Catherine is the patron saint of students and scholars and at Bolton St Catherine's Academy, learning is at the heart of everything.

The entire Academy is geared to support every single child as they develop and progress, guaranteeing success for each individual. Bolton St Catherine's Academy is located in a £36million building with innovative spaces and state of the art facilities to support children's learning. These facilities are amongst the very best in the country and support in delivering a rich, varied and relevant curriculum. Challenging targets and goals are set for every single student and staff work tirelessly to ensure these are achieved. Children learn and develop most effectively when they are happy and secure.

At Bolton St Catherine's Academy staff, strive to develop an environment in which learners thrive, working to develop trust and mutual respect between everybody within the Academy and beyond. It is through these values that the Academy continues to build on the progress it has made.

BOLTON ST CATHERINE'S ACADEMY

Stitch-Mi-Lane, Brightmet, Bolton BL2 4HU • 01204 332533

contact@boltonstcatherinesacademy.org.uk • www.boltonstcatherinesacademy.org.uk

LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.

Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.



Cultural attractions: Both towns have a rich industrial heritage and have a number of museums, galleries and historical landmarks that showcase this. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes.

There is a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.

Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with our Universities in the area such as Manchester University and MMU.



BOLTON ST CATHERINE'S ACADEMY

Stitch-Mi-Lane, Brightmet, Bolton BL2 4HU • 01204 332533

contact@boltonstcatherinesacademy.org.uk • www.boltonstcatherinesacademy.org.uk

HOW TO APPLY

We hope that you have enjoyed reading about The Bishop Fraser Trust and our school and that you will feel able to apply for this post.

To apply, please complete the application form attached and email this to recruitment@thebishopfrasertrust.co.uk

Please do not send CV's 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 also include within the body of your application form **a statement of no more than two sides of A4** to explain why you want to work at our school, why you are the best candidate for this post and what you would contribute to our Trust and school, with examples from your recent work if possible. We are keen to learn about your impact and your educational philosophy.

We will not be able to consider late applications.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. Our recruitment privacy notice with further details is available both on our school website.

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 are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact recruitment@thebishopfrasertrust.co.uk to discuss any requirements.

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 reference checks, an enhanced DBS and declaration of health check.