

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **\_\_\_\_\_\_\_\_\_\_\_**, **\_\_\_\_\_\_\_\_\_\_\_.**

Salary – Band \_ Point \_\_-\_\_, £\_\_\_ - £\_\_\_ per annum pro rata. **Actual salary £\_\_\_\_.**

* 36.25 hours per week, 8am – 4pm Monday to Friday
* Term time including periods of school closure
* Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**



|  |  |
| --- | --- |
| Holt Street, Ince, Wigan, WN1 3HDt: 0161 973 1179e: office@deantrustrosebridge.co.uk w: www.deantrustrosebridge.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

|  |  |
| --- | --- |
| **Job title** |  |
| **Reporting to** |  |
| **Main purpose of job** | . |
| **Key responsibilities:** |
| * This area should be completed with specific key responsibilities not every individual thing that a person does.
 |

|  |
| --- |
| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
 |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

.

|  |  |
| --- | --- |
| **Qualifications and training** | **Essential****Desirable** |
| **Experience** | **Essential****Desirable** |
| **Knowledge** | **Essential****Desirable** |
| **Skills and abilities** | **Essential****Desirable** |