



# Recruitment Pack



## Office Manager

Grade 5 (£23,541 – 25,991)

37 hours 52 weeks per year

Required January 2022





## **Contents**

Headteacher's Welcome

Introduction to Newfield School

Mercia Learning Trust

Job Advertisement

Job Description

Person Specification

The Application Process



## Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;

- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within the Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact  
[officemanager@newfield.sheffield.sch.uk](mailto:officemanager@newfield.sheffield.sch.uk).

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Emma Anderson', with a stylized, cursive script.

**Emma Anderson**  
Headteacher

*Rates of progress have improved significantly. In 2016, by the end of Year 11, pupils' progress in a wide range of subjects was well above that of other pupils nationally with similar starting points*

## Our School

Newfield School is an 11-16 school in Norton Lees, Sheffield. The current roll is around 1010. The school's catchment area covers Norton Lees, Meersbrook, Heeley and the west side of the Gleadless Valley, giving the school a broad socio-economic mix of students. There is a very positive and friendly atmosphere in the school and our students are polite, well behaved and keen to achieve their best. Most of our students go on to sixth form and academic study. Our parents and carers have high aspirations and expectations for their children and the school.

We believe that achievement leads to opportunity and choice and our values are:

- We are high performing because we are curious and have a thirst for knowledge
- We are considerate and value our community
- We succeed through commitment and relentless ambition

Newfield is one of the top performing schools in the city and given our trend of school improvement, our outcomes have been consistently some of the best in the country.

40% of our cohort are eligible for free school meals, above the national average and the starting points of many of our students is below average when considering KS2 scores. Despite this, our students make very good progress.

These are exciting times for the school. Our Consistent Discipline Model ensures that the climate for learning in lessons and around school is excellent.

Newfield School was inspected in March 2017, judging the school as 'Good' in all key areas. The report accurately reflects the positive direction of the school.

- *Highly effective leadership has led to better teaching, improved behaviour and attendance, and higher attainment for pupils.*
- *Middle leaders are an emerging strength of the school. Like senior leaders, they are highly ambitious for their pupils.*
- *The school's systems to promote positive behaviour and attitudes to learning are highly effective.*
- *Teaching is good overall and the progress made by pupils has improved considerably over time*



**Ofsted Said**

*Teaching is good and the progress students are making has accelerated. Teachers know their students well.*



## **Our Students**

Our many visitors are impressed by the purposeful atmosphere and they remark upon the friendliness of our school community – students and adults alike. We value positive relationships at all levels. Good behaviour, hard work, pupil participation and a real desire to learn and improve are central to achievement and this was acknowledged in our recent Ofsted Report.

At Newfield the student is at the centre of everything that we do. We have high aspirations for all our students and our goal is to improve the life chances of every learner irrespective of their starting point. We take the business of teaching and learning extremely seriously. Students are valued as individuals and we are passionately committed to their achievement, personal growth and excellence in everything we do. Students are encouraged to thrive in all areas of learning, in the classroom and beyond.

A wide range of clubs and activities take place outside normal lesson times. These include sport, drama, music and outdoor activities. Field trips are organised by the geography, history and science departments each year, and many other subjects also run visits to museums, galleries, theatres and so on. A range of residential experiences including trips abroad are offered.

## **Our Staff**

There are currently 125 staff in school. Both teaching and support staff are dedicated and committed to supporting high quality learning outcomes for all.

In addition to the Headteacher, the Senior Leadership Team has a Deputy Headteacher and five Assistant Headteachers.

The Senior Leadership Team provide link line management for all Heads of Department. Strong emphasis is placed on all teachers and support staff being leaders of learning and all middle leaders, TLR holders and those with a specific Teaching and Learning responsibility are expected to contribute to developing their curriculum area as well as whole school developments.

We are committed to the professional development of all staff wherever they are in their career. The Mercia Learning Trust's Teaching School enables us to support the training of new teachers through our ITT programme with Sheffield University and Sheffield Hallam University or through our partnership with Teach First. The Trust guarantees a personalised programme of CPDL based on career aspirations and school priorities.

## Our Facilities

In January 2009 the school moved into a new building which provides excellent facilities for learning. There are well-equipped teaching rooms for all subjects, all with interactive whiteboards and multi-media projectors. In addition there are specialist teaching rooms for technology, science, music, art and drama. There is excellent access to ICT to enhance learning whenever it is appropriate.



Sports facilities are excellent with a full-sized Sports Hall, fitness suite, all-weather pitch, tennis and netball courts and extensive playing fields. Facilities for performances are also excellent. In addition to separate dance and drama studios, there is a large Hall with advanced lighting and sound equipment that can seat 350 for assemblies, concerts and plays.

## School Organisation

The school operates a five period day and each lesson is an hour long. Students study a broad range of subjects within different grouping arrangements. Some subjects are set according to ability whereas other subjects are taught in mixed ability groups. A review of grouping arrangements and progress data takes place at regular intervals throughout the year to ensure all students are working at their very best.

We have an excellent reward system in place to acknowledge positive attitudes to learning, the school community, attendance and academic progress. Every student has a school planner that logs reward stamps from teachers and support staff and these count towards half termly rewards and the 'Top 50' Club. We celebrate all the achievements of our students at a formal Achievement Ceremony at the end of the academic year.

Governors and parents play an active role within the school. Our families are hugely supportive of the school. The school's reputation is very positive within the community and beyond and this is reflected in the number of families applying for entry to the school in year 7. Year 7 has been full with a waiting list for the last 3 years.



Ofsted Said

*The curriculum is well matched to the needs of the pupils and they make good progress*





## THE MERCIA LEARNING TRUST

The Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they were our own, and to measure our actions and impact against this.

The Trust was originally founded around King Egbert Secondary School. However, very quickly a multi-academy partnership formed with two feeder schools (Nether Edge Primary and Totley Primary). This was followed by further growth with a local secondary (Newfield School) and primary (Valley Park Primary). In 2018 the Trust opened a brand new secondary school (Mercia School) to meet the need for local population expansion. Currently we educate approximately 3600 students from ages 2-18+, although this will increase to around 5000 as our current schools grow in the next few years.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our trust.

Alongside our pupils, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams. This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French  
CEO





## Trust Moral Purpose

We share the same moral purpose. We believe an exceptional education can realise the potential of every pupil, whatever their background, and truly transform lives... The statement, "Realising Potential. Transforming Lives.", summarises this commitment.

## Mission

Working as individual schools, and in partnership, our singular intention is to ensure every pupil, whatever their background, will attend an exceptional school. We believe pupils should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to pupil success and well-being that we choose to think of every pupil we serve as if they are our own, and to measure our actions and impact against this.

## Staff Principles

Six principles, shown in the MERCIA acrostic, underpin everything we do as staff in our trust.

- **Moral Purpose** - We exist to inspire pupils to realise their full potential and to lead happy, healthy and fulfilled lives.
- **Expectations** - We have exceptionally high expectations of everyone and pursue excellence.
- **Relentless focus on learning** - Helping every pupil learn successfully is the most important thing we do. We prioritise our time, energy and resources to ensure our curriculum and the environment for learning is exceptional.
- **Culture** - We demand consistency, kindness, tolerance and respect in all relationships; and that every member of staff goes above and beyond to achieve pupil success.
- **Impressive staff** - We are committed to recruiting, developing and retaining them, and helping them secure a healthy work-life balance.
- **Alignment** - We believe partnership brings profound benefit to each school, and that we are stronger together.

## Pupil Values

We want every pupil to realise their potential and to lead a happy, healthy and fulfilled life.

We expect a great deal from every pupil and these expectations are expressed in our six trust values:

- **Ambition** – we expect pupils to want to be the best they can be, to aspire to achieve success at school and in later life.
- **Strength** – we expect pupils to develop strength of character, determination and resilience to overcome the inevitable barriers to success that all people face.
- **Passion** – we expect pupils to become inquisitive and develop a thirst for knowledge and learning.
- **Independence** – we expect pupils to be organised, prepared and to develop personal responsibility.
- **Respect** – we expect pupils to show good manners, kindness, tolerance and exemplary behaviour at all times.
- **Endeavour** – we expect pupils to work hard, to fully engage and enjoy all aspects of school life: and preserve a healthy balance that maintains their wellbeing.

## The Mercia Pledge

Alongside our pupils, our staff are our greatest asset. We recognise that our success, and that of every pupil, is inextricably linked to our ability to attract, recruit, develop, retain and care for our staff. Whilst we demand absolute commitment to our moral purpose, mission and staff principles; the Mercia Pledge is our commitment to *all* staff.

Teaching staff can expect:

1. An outstanding primary and secondary Initial Teacher Training offer through the Mercia Learning Alliance
2. High-quality NQT and RQT induction and support
3. Effective annual appraisal and career conversations
4. Support to improve via targeted CPD and movement through a formal CPD career development pathway
5. To be included in strategic succession planning to develop and retain them
6. A commitment to reduce staff workload and increase staff wellbeing

Support staff can expect:

1. High-quality induction into a new role
2. Effective annual appraisal and career conversations
3. Support to improve via targeted CPD
4. To be included in strategic succession planning to develop and retain them
5. A commitment to reduce staff workload and increase staff wellbeing



## Advertisement

# Office Manager

Grade 5 (£23,541 – 25,991)

37 hours per week/52 weeks per year

Required January 2022

We are looking for an exceptional individual who is enthusiastic, efficient and highly organised to fulfil the role of Office Manager.

Working closely with the Headteacher, the post holder will be required to support the senior leadership team in its aims and objectives by leading and effectively managing the school office staff as well as keeping the school running smoothly. This is a varied role which will include administration, collation and circulation of information, event organisation, producing written correspondence to staff and parents.

Working in a busy environment it is essential that you are a 'people person', with outstanding interpersonal skills, exceptional communication and IT skills and the patience to deal professionally with all of the school's stakeholders, including students, visitors, school governors and parents. This role is suited to someone who has experience of line managing, enjoys problem solving and the ability to multi-task in a fast-paced role, whilst keeping a positive attitude at all times.

You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative in order to improve practices. Flexibility and a good sense of humour are essential to this role as is being a good team player.

If you are looking for a challenging and rewarding role in a vibrant and rapidly changing school, we'd like to hear from you.

Visits to the school prior to application are welcomed and warmly encouraged. Please contact the school to make an appointment.

Further information and details about how to apply can be found on the school website or by emailing [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Closing date for applications is **Tuesday 7 December 2021**

Interviews are expected to take place week commencing 13 December 2021

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Office Manager</b>
<b>Grade:</b>	<b>5</b>
<b>Hours/Weeks:</b>	<b>37 hours/52 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Staff working on duties under the control of the postholder</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

### **PURPOSE OF THE POST**

To provide a professional and efficient support service to the school.

### **ANTICIPATED OUTCOMES OF THE POST**

A responsive, effective and professional support service which has been fully embedded across the school.

### **Key Responsibilities**

- To lead and manage the administrative support team (including reprographics) to ensure high quality administration is undertaken in accordance with agreed policies, procedures and appropriate legislation.
- To be responsible for day to day management and organisation of the school office
- To be responsible for the performance review and professional development of the team
- To manage the provision of administrative support to teaching staff in the creation of teaching resources and supporting students
- To manage and co-ordinate the production, updating and collation of core school information, reports and publicity materials including the handbooks (staff and students) and prospectus
- Assist, as required, members of the office team to ensure adherence to deadlines
- Liaise with senior staff as appropriate to ensure an efficient flow of work through the school office
- To develop and maintain a quality assurance framework for administrative systems, processes, procedures and standards
- To manage the marketing and promotion of the school by updating the school website and social media
- Manage the inspection and safety compliance of two school minibuses

- Ensure staff First Aid training is valid and effectively managed
- Overall responsibility for planning school trips and visits including risk assessments and costings
- Overall responsibility for the end-to-end management of Free School Meals
- Responsible for the administration of Edulink One and Parentpay improving communication with the wider school community
- Management of student records ensuring that files for leavers are archived appropriately each year or transferred to the new school/college quickly including any mid-year leavers
- Liaise with the School's Facilities Management Team on matters relating to premises, cleaning and catering
- Close liaison with other support functions including the Finance, ICT Services, HR and Estates.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routines of the school, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may occasionally be required to undertake some duties outside of normal working hours (time off in lieu during school holiday periods will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: November 2021**





## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Office Manager</b>
<b>Grade:</b>	<b>5</b>
<b>Hours/Weeks:</b>	<b>37 hours/52 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Staff working on duties under the control of the postholder</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or equivalent in Maths and English</li> <li>• RSA II typing or equivalent</li> <li>• ECDL or Clait computer qualifications</li> <li>• Level 3 NVQ in administration or customer care or equivalent</li> <li>• Fluency Duty - the ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for this post.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of working in a clerical/ administrative role</li> <li>• Experience of supervising other staff</li> <li>• Experience of dealing with members of the public, including those who may be angry or upset.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a similar role in an education environment</li> <li>• Experience of using a management information system such as SIMS, Edulink One and ParentPay</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills,</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of</li> </ul>

	<p>including telephone manner, tact, diplomacy and confidentiality.</p> <ul style="list-style-type: none"> <li>• Work under pressure and meet deadlines whilst still being polite and reasonable</li> <li>• Use a solution based approach</li> <li>• Ability to draft effective and accurate communications</li> <li>• Well-organised and flexible approach to work.</li> <li>• Ability to work constructively and supportively as part of a team.</li> <li>• Excellent attention to detail</li> <li>• Good customer care skills</li> <li>• Ability to organise the work of others and support more junior administrative staff</li> <li>• Competent in the use of Office 2010 – Word, Excel, Outlook, etc.</li> <li>• Willingness to train to use specific software and web based programmes including the website</li> </ul>	<p>whole school procedures, organisation and structure</p> <ul style="list-style-type: none"> <li>• Knowledge of equality and diversity and an understanding of issues faced by vulnerable children and young people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Interpersonal skills – ability to relate to children and adults</li> <li>• Professional attitude</li> <li>• Willingness and ability to be flexible</li> <li>• Customer focused approach with a commitment to the provision and improvement of quality service provision</li> <li>• Demonstrate vigour and persistence to achieve goals and targets</li> <li>• Set consistently high expectations of self and others</li> <li>• Self-motivated and ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Able to deal with conflict with tact and diplomacy</li> </ul>

## **Safeguarding**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## The Application Process

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact Ruth Cressey, Office Manager or email [officemanager@newfield.sheffield.sch.uk](mailto:officemanager@newfield.sheffield.sch.uk)

To apply, please email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or send it in the post to:

Recruitment Team  
Mercia Learning Trust  
79 Glen Road  
Sheffield  
S7 1RB

All applications that have been submitted electronically will receive an email confirming receipt.

**Please note that we do not accept CV's or Council application forms - applicants must submit an application form.**

Please also note that in all cases written references will be taken up BEFORE the final selection stage.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

The closing date for applications is **Tuesday 7 December 2021**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact The HR team, by emailing [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)