

Blessed George Napier Catholic School and Sixth Form

A Youth Sport Trust Lead School for Inclusion

Addison Road, Banbury

Oxfordshire

OX16 9DG

Tel: 01295 264216/Fax: 01295 277952

www.bgn.oxon.sch.uk

Compassion

Respect

Truth

Service

Forgiveness



October 2019

Dear Applicant

Application for Pastoral Support Manager [Grade 8] at Blessed George Napier Catholic School

Thank you for your interest in this post. Please find enclosed / attached an Application Pack, which includes a Job Description and Person Specification for the post and some further information about the school which you may find helpful.

Please complete and return the **Mandatory CES Application and supporting forms** included in the pack along with a covering letter / supporting statement to Mr F Long, c/o E Campbell, H.R. Officer by **12:00 noon, Monday 18th November 2019**. If you would like to submit your completed application electronically, have any further queries, or would like to come and visit us prior to submitting your application please call the number above or email: hr@bgn.oxon.sch.uk.

Applications will be:

- Screened
- Shortlisted in accordance with selection criteria and safer recruitment process
- Successful candidates invited to attend interview will be given further information confirming the process, interview panel and any documents they have to bring.

We would recommend that you visit our school website www.bgn.oxon.sch.uk before you apply, where there is further information on safeguarding, in particular our Safeguarding and Safer Recruitment Policies, Whistleblowing Policy, Code of Conduct and Behaviour Guidelines for Staff and Volunteers. You will also be able to reference the DFE Guidance for educational establishments and their employees 'Keeping Children Safe in Education' [KCSIE].

It is customary for us to seek references for School Posts prior to interview [once short-listing has taken place]. The provisional date for interviews is **Friday 22nd November 2019**.

Thank you for your interest in Blessed George Napier School and I look forward to hearing from you.

Yours sincerely

Elizabeth Campbell

Mrs Elizabeth Campbell

H.R. Officer

BGN SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF ALL STUDENTS, AND TO UPHOLDING FUNDAMENTAL BRITISH VALUES.

WE EXPECT ALL OUR EMPLOYEES TO SHARE THIS COMMITMENT.

THIS POST WILL REQUIRE AN ENHANCED DBS CHECK.

Principal: **Mr Fraser Long, B.Eng (Hons), MA.** headteacher@bgn.oxon.sch.uk

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

"The school's contribution to pupils' personal, spiritual, moral, social and cultural development is exemplary. Pupils go out of their way to do good things. They act as positive role models for younger children." *Ofsted, June 2017*