



BISHOP WORDSWORTH'S SCHOOL

SALISBURY, WILTSHIRE

**BISHOP
WORDSWORTH'S
SCHOOL**

www.bishopwordsworths.org.uk



**APPOINTMENT OF OPERATIONS MANAGER
VACANCY INFORMATION PACK**



Bishop Wordsworth's School is seeking an Operations Manager to oversee the strategic development and day-to-day running of our school's site, ensuring that it is safe, secure, and efficiently maintained. This is a key role within the school, working closely with the Senior Leadership Team to ensure the smooth operation of all facilities and services.

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THE SCHOOL

HISTORY AND TRADITION

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate 1,190 students aged between 11 and 18 including approximately 138 girls in our now fully co-educational sixth form. In the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living within reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here. Further information about the structure of the school is on page 5.

EXTRA-CURRICULAR

A broad extra-curricular programme helps students to understand more of the world, enabling them to challenge themselves and thereby grow as individuals. We provide many and varied opportunities so that every student has the chance to find new interests and achieve great things. We value equally the commitment of students who give their best to an activity they enjoy.

HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.

SPIRIT OF TOGETHERNESS

As the school motto "Veritas in Caritate" (truth through loving) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. If problems arise, the form tutor or the relevant Heads of School are the first point of contact. Heads of School operate an 'open door' policy whenever possible and in our Sixth Form, every student is allocated a personal mentor, closely matched to the individual students' academic specialism.

BISHOP'S STRUCTURE

LOWER SCHOOL (YEARS 7 & 8)

The routine of daily life for Years 7-8 at Bishop's is organised and run by the Lower School Office, which monitors the academic progress of the students and is responsible for their well-being and any pastoral issues. It receives information on all aspects of students' schooling, including rewards and sanctions, so that staff can both support and challenge students to do their best. Students are taught mainly within their tutor groups and follow a common timetable, while departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum and the knowledge, understanding and skills that students acquire lay solid foundations for their future studies.

MIDDLE SCHOOL (YEARS 9 to 11)

The school places great emphasis on ensuring that students achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of school life. The staff endeavour to work closely with parents in ensuring that students spend their time at school profitably but happily.

In the Middle School this policy is carried out by working closely with students and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave the school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the pastoral team maintain regular contact with Middle School students and with one another and regularly meet with the Headteacher to discuss students' progress.

SIXTH FORM

We offer outstanding academic opportunities that will allow students to enjoy their chosen subjects and achieve the highest grades. Our experienced subject specialists teach a wide selection of courses, and our aim is both to deliver in terms of results and also build independence in our students. Because of this, Bishop's students are sought after by both universities and employers.

Each year around half of our Year 12 students join us from other schools. Since September 2020, our Sixth Form has been fully co-educational; we currently have 391 students in Years 12 & 13 of which 133 are female. For this current 2023-24 academic year we have accepted 191 new Year 12 students into the sixth form of which 70 are female.

We are also proud of the strong communities and rich opportunities our school offers. Our students enjoy strong friendships, and excel in music, drama and a wide variety of sporting and academic competitions, as well as providing leadership for younger students. They display responsibility, humour and creativity, and contribute freely to the life of our wider local community. Bishop's also has a standing across the globe and students return regularly to bring their huge breadth of experience back to benefit our current students.



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ACADEMIC LIFE

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi.

Throughout, we aim to engender a passion for learning and the development of skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

A Level Results 2024

100% pass rate, 75% A*-B, 14 students A* in all papers
14 places at Oxford & Cambridge
20 students to study Medicine / Veterinary Science

Over 75% of the grades were at A*-B; at 196 students, this was our biggest year group yet. Our students secured 14 places to study at Oxford and Cambridge with 54 of them gaining all of their results at A*/A grade, and an extraordinary 14 at the top of the year group passed every A level paper that they took at A*. The strength of their performance will have once again put their school in the premier league this year.



GCSE results 2024

43% 9-8 / A*
64% 9-7 / A*-A

The 154 students in Bishop's Year 11 gained over 64% of all of their papers at Grades 7-9, with 25 of the year group passing all of their papers at one of the top three grades. They have been helped through those difficult times by the determination and creativity of their teachers, and the unwavering support of parents.



A Level Results 2023

100% pass rate, 75% A*-B, 13 students A* in all papers
20 places at Oxford & Cambridge

GCSE results 2023

42.1% 9-8 / A*
63.6% 9-7 / A*-A

Careers Provision

Planning for the future is a significant part of education at Bishop's, with a comprehensive careers programme enabling students to find out about all options including higher, further and technical education and apprenticeships. This is supported by access to a fully qualified, experienced, careers adviser, registered with the Careers Development Institute. Throughout the school year for all Year groups ensuring that students receive expert advice at the time that they want it. Our provision is fully aligned to current statutory guidance from the Government and we are implementing the 8 Gatsby Benchmarks.



Bishop's hosts the largest HE and Careers Convention in the region each year with a series of seminars for students on Higher Education. Information on apprenticeships and school leaver programmes is also available with an opportunity to talk with alumni who have successfully chosen this route.

EXTRA - CURRICULAR ACTIVITIES

TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers students the chance to take part in a wide range of extra-curricular activities. We encourage all students to take part in the rich co-curricular life of the school which enables them to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger students in the school.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life. We aim to provide the pathways whereby each Bishop's student can become a self-sufficient and driven young adult who feels at home within adventure based environments.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school wind band, string and Lower School Orchestras, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.





SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to students' school lives.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our students to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience. This enables both Bishop's and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors.

David Oakes: (Bishop's 1995–2002) Trained at Bristol Old Vic, best known for *The Pillars of the Earth*.



STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting. The school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together for a chance to get to know each other in a friendly environment.

BWS FOUNDATION

The Foundation supports Bishop's students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

INTERNSHIP OPPORTUNITIES

Students can access our extensive network of Bishop's Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop's Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.



PERSON SPECIFICATION

Qualifications

Essential:

- A full driving licence is required.

Desirable:

- Professional certification in Health & Safety (e.g., IOSH, NEBOSH) or Facilities Management (e.g., BIFM Level 4 or above).

Experience, Skills & Knowledge

Essential:

- Proven experience of working in facilities management with significant experience in overseeing the maintenance, security, and operational needs of a complex environment such as a school or large public building.
- Proven ability to manage budgets and achieve cost savings, with a focus on achieving best value for money.
- Demonstrable experience in managing site teams and working with contractors and external suppliers.
- Proficiency in IT systems (e.g. Microsoft Office, and other budget management tools).
- Knowledge of health and safety regulations and experience in managing safety compliance across a site.

Desirable:

- Experience of working in a similar role in a school environment.
- Experience in managing facility management contracts, including energy suppliers, security, and maintenance contractors.
- Experience in budget management and ensuring cost-effective procurement and best value for money in services such as energy suppliers, building maintenance, and security.
- Experience in managing Health and Safety compliance in a building or facilities context, including knowledge of statutory regulations and health and safety audits.
- Knowledge of sustainability practices and experience implementing energy-saving initiatives or green building certifications (e.g., ISO 14001).

Personal qualities

Essential:

- The ability to stay calm and focused in high-pressure situations, particularly in emergency or unforeseen circumstances.
- The ability to maintain a positive outlook and a sense of humour, enhancing team morale and fostering a supportive and engaging work atmosphere.
- The ability to inspire and manage a team effectively, ensuring high standards of performance and teamwork.
- The ability to provide excellent service to internal stakeholders (e.g., teachers, support staff, students) and external users of the school's facilities (e.g., lettings, contractors).
- Excellent communication skills, with the ability to liaise effectively with staff, contractors, external agencies, and Senior Leadership.
- The ability to align operational activities with the long-term goals of the school, focusing on both day-to-day operations and strategic planning.
- Problem-solving ability, with a proactive approach to identifying and resolving operational issues before they become problems.
- The ability to work as part of a team, understanding others roles and responsibilities and own position within these.
- The ability to manage multiple projects simultaneously, balancing day-to-day operational needs with long-term strategic planning.
- The ability to maintain confidentiality at all times.
- The ability to advise, negotiate, persuade and encourage others.
- The ability to explain instructions and convey ideas clearly and accurately to others.
- The ability to be organised and efficient, with an ability to prioritise and multi-task.
- The ability to be committed and to have a flexible approach to your work.

Desirable:

- Commitment to the school's ethos.

Other

- Commitment to safeguarding and promoting the welfare of children and young people.
- Passionate about improving the quality of education for children and young people.

JOB DESCRIPTION

Salary: Bishop Wordsworth's School Scale M Point 40

Hours: 37 hours/week; 52 weeks/year

Holiday Entitlement: 23 days' holiday excluding Bank Holidays

Main Purpose:

As Operations Manager, the role holder will be responsible for the strategic management and maintenance of the entire school environment. This includes ensuring compliance with statutory and school standards through the effective planning, implementation, and review of security, repairs, maintenance, and cleaning programmes. The Operations Manager will also oversee the optimal use of the school's buildings and facilities, driving income generation through lettings and external partnerships. The role will additionally focus on ensuring best value for money in the procurement and management of contractors, energy suppliers, and other services, all while supporting the overall financial sustainability and operational efficiency of the school.

Key Responsibilities:

Management

- Strategically manage the maintenance and operational functions of the school site, ensuring the environment meets statutory requirements and school standards.
- Oversee the performance of site staff, including the Site Team and external contractors, ensuring high standards in maintenance, security, and cleanliness.
- Instruct and supervise the work of the Site Team and Cleaning staff, ensuring the completion of tasks outside of the cleaning contract.
- Supervise all building work, including projects undertaken by contractors, ensuring all necessary Risk Assessments are in place.
- Plan and manage site projects, ensuring timely completion and within budget.
- Manage the budget for building and grounds maintenance, H&S, and site projects, ensuring cost-effective solutions are implemented.
- Monitor and supervise the quality of cleaning and maintenance work carried out by contractors to ensure high standards are maintained.
- Oversee the Sports Field staff to ensure that the school's grounds are well-kept and maintained to a high standard.
- Oversee the student helpers in setting up and taking down of the desks and chairs in the hall during exam season, when required.
- Liaise with the Director of Finance regarding relevant areas outlined in the school improvement plan and any budgetary matters concerning site operations.
- Work closely with the Director of Finance to ensure all contracts are awarded in line with the school's finance policy and deliver best value for money.
- Ensure the best value for money in all site services, including contracts with energy suppliers, maintenance providers, and other external contractors, through regular reviews and competitive tendering where appropriate.
- Maximise the use of the school's facilities by working with current and prospective lettings, ensuring the school generates income from its facilities and delivers excellent service to external users.
- Report to Governors through their Admissions, Property, Health & Safety Committee when required, normally twice a year.

Security

- Ensure the premises are properly secured, with school buildings locked/unlocked for the normal working day and lettings, as well as security checks carried out as required.
- Respond to emergencies affecting the school premises, ensuring cover is in place outside normal hours when necessary.
- Manage the external security and fire monitoring contracts, ensuring systems are functioning correctly and are regularly serviced.
- Ensure that all fire and security alarms are regularly checked and maintained, and that any issues are promptly addressed.

Maintenance

- Ensure all maintenance work is completed efficiently, both proactively and reactively, to keep the school buildings and facilities in good working order.
- Liaise with contractors to ensure essential maintenance is carried out, keeping full records for audit purposes.
- Oversee the maintenance and operation of heating, water, and electrical systems, ensuring all utilities are functioning efficiently and are in compliance with relevant regulations.
- Monitor environmental data to improve energy efficiency across the site and reduce operating costs.
- Ensure all statutory maintenance checks are carried out, including for Legionella, PAT testing, fire alarms, emergency lighting, and other essential systems.
- Manage the maintenance of boilers, heating plants, water supplies, and all energy systems, ensuring they are regularly serviced and meet safety standards.

Health and Safety

- Ensure that Health & Safety procedures are rigorously followed across the site, with particular attention to safety within maintenance operations and the use of contractors.
- Ensure relevant statutory tests are regularly completed, including for Legionella, PAT testing, emergency lighting, fire alarms, security systems, and other required safety systems.
- Collaborate with the Safeguarding team to ensure student safety is prioritised, including supporting the development and maintenance of Personal Emergency Evacuation Plans (PEEPs) when needed.
- Conduct regular audits of risk assessments to ensure they are fit for purpose and that any errors or omissions are addressed.
- Manage and maintain Health and Safety manuals for plant installations, ensuring they are up-to-date and accessible.
- Ensure all site staff complete relevant Health and Safety compliance training and that appropriate induction training is provided for new staff.
- Lead on the preparation for and response to the School's annual independent H&S audit.

Staff Management and Development

- Manage and lead the Site Team, including Site Assistants and Casual Staff, ensuring they work to a high standard and meet the operational needs of the school.
- Conduct appraisals and performance reviews for site staff, setting clear objectives and ensuring that training needs are identified and addressed.
- Ensure that all site staff receive the necessary Health and Safety and job-specific training.
- Support the induction of new staff, ensuring they are familiar with the school's Health and Safety policies and site procedures.

Finance and Budgeting

- Manage the budget for building and grounds maintenance, utilities, security, and Health & Safety, ensuring cost-efficiency and value for money.
- Authorise purchases and ensure all financial expenditure related to site operations is cost-effective, in line with the school's budgetary constraints.
- Work closely with the Director of Finance to ensure that site-related spending aligns with the broader school improvement plan and financial goals.

Emergency Response

- Be available to respond to emergencies affecting the school premises, including out-of-hours incidents related to security, maintenance, or safety.
- Ensure that systems are in place for emergency coverage and that staff are trained to handle urgent situations effectively.

JOB DESCRIPTION

Other duties

- Ensure deliveries of school supplies are distributed in accordance with the instructions received from the Finance Office.
- In conjunction with the DT Technician, ensure the school vehicle fleet is maintained in line with legal requirements.
- Transport pupils, staff or supplies in the school vehicles whenever necessary.
- Attend evening events at the school for site security/parking duties.
- Liaise with residents, local committees and attend local meetings as necessary.
- Ensure the secure destruction of confidential physical waste.
- Managing the waste and recycling contract.
- Setup and monitor all relevant contracts for site services and utilities in line with following relevant legislation.

Professional Conduct

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives.
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role.
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions.
- Give notice of any absence in line with the BWS's Absence Management Policy.
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination.
- Work within any legislation to which the school is bound by law.
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students.
- Manage a sustainable work life balance and seek support if issues in this area arise.
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures.
- Participate in the School's system of Appraisals.

The role holder will be required to carry out the duties and responsibilities of the post in accordance with Bishop Wordsworth's School's policies, ethos, aims and legislative requirements at all times.

The details contained within this job description are not exclusive or exhaustive and the school may require the role holder to undertake other duties not detailed here commensurate with the level of the role.

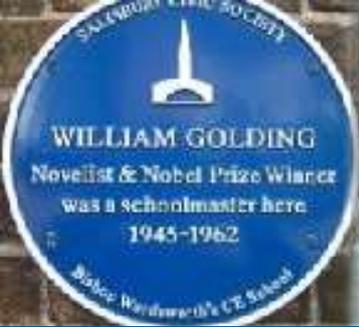
The duties of the role may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use his/her initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality, diplomacy and professionalism are key attributes for this role as is a certain amount of flexibility and a can-do attitude.

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of staff, pupil, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.





HOW TO APPLY

Please access the Bishop Wordsworth's School website http://www.Bishop'sschool.org.uk/The_School/Vacancies/ or TES for further specific information about the post and for the application form.

You must complete the BWS application form and may also, if you wish, submit a CV along with your completed application.

You are welcome to visit the school prior to application. Please contact the HR Manager by email (alg@bishopwordsworths.org.uk) or on 01722 333851 to arrange a visit and/or an informal discussion.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as X feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010, REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE 2024 and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.