



Candidate brief for the position of:

Work Experience Administrator

Bullers Wood Multi Academy Trust

Application Deadline: Monday, 24th February 2020 – 9.00am





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Dear Applicant

Thank you for expressing an interest in the post of Learning Support Assistant at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email gnewton@bwsgirls.org

We very much hope to receive your application.

Yours sincerely



T Millar
Executive Headteacher

q u o d p o t e s t e n t a



Person Specification

THE POST AND SPECIFICATIONS

The Post

We are seeking to appoint to this post as soon as possible. The successful candidate will be joining a dedicated Careers and Work-Related Learning team. Full training will be provided.

Job description

15 hours per week to be worked flexibly as required. There may be a need to work additional hours at peak times. Term time only.

Reports to: Co-ordinator of Careers, work related learning and work experience

Contract: 36.8 weeks per annum (term time)

Purpose of the position:

To carry out a wide variety of administrative support tasks related to Work Experience, Work Related Learning and Careers.

Tasks: To maintain WEX database(s) including appropriate records of companies, placements, Health & Safety and student interest/take up

Undertake data input to ensure accurate information is held on student placements etc.

All documentation relating to placements

Answering emails and phone calls from parents and placements

Pre placement visit form

- WEX Placement Information Form
- Health and Safety Checklist
- WEX I Form
- Evaluation Form
- Medical notes

Compiling references for former students

Arrange, schedule & inform students of career interviews

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification:

We are looking for the following qualities in the successful applicant:

- Good academic qualifications
- Strong organisation, administrative and communication skills
- Excellent interpersonal skills, particularly with young people
- A flexible approach and willingness to go the extra mile
- Commitment and reliability
- Patience

The salary for this position is in the range £18,604 to £19,410 per annum dependent upon skills and experience.

If working 15 hours per week and for 36.8 weeks per academic year on an FTE of £18604 the actual salary will be £6130.99 ($15 \times 36.8 \times £18604/1675$).

The annualised salary is paid in 12 monthly instalments.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or gnewton@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton
Human Resources Manager
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Monday, 24th February 2020 – 9am.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

