



The  
**Bulmershe  
School**  
INSPIRING POTENTIAL.  
ACHIEVING TOGETHER.

# VACANCY INFORMATION PACK

[www.thebulmersheschool.com](http://www.thebulmersheschool.com)  
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The Bulmershe School is a heavily oversubscribed school which sits at the heart of the Woodley community. We are a mixed local authority school of approximately 1,400 students aged between 11 and 18, who come from diverse backgrounds and cultures. Our vibrant and inclusive school strives for students to be happy, self-confident and aspirational learners and thinkers. We take enormous pride in our caring reputation and anyone who joins our team should be committed to achieving high levels of responsibility, mutual respect and resilience within the safe and nurturing environment of our school community.

When a child begins their journey with us it is our priority to secure them the best possible start. We achieve this by providing excellence in their academic studies, pastoral care and in the diverse and enriching opportunities provided outside the classroom. We have the highest expectations of all our students across each aspect of school life and we work hard to develop these values in every student:

**RESPECT**



**RESPONSIBILITY**



**RESILIENCE**



**SAFETY**

Our core values are embedded throughout school life and serve as a reminder to how we expect all of our community, staff and students to conduct themselves throughout their time at The Bulmershe School, in order to be the best version of themselves.

We understand that it is great teachers combined with great support staff that results in students who excel. Our invaluable team of support staff are equally responsible for the welfare and development of our learners and hold the key to the effective running of our school. They provide a wealth of knowledge, skills and experience that benefits the whole school community.

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. In 2015 the school opened its new 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Last summer the school completed £600,000 worth of refurbishment around the site and recently Wokingham Borough Council opened its £14 million leisure centre in the school campus. The new leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

We believe that The Bulmershe is a school where you can really make a difference and we look forward to your application.

**Amanda Woodfin**  
**Headteacher**



## KEY INFORMATION

37 hours per week  
Talk to us about flexible working  
Term time only  
Grade 4 Salary  
To start immediately

# CURRENT OPPORTUNITY: STUDY SUPPORT LEADER Grade 4

We have a vacancy for a Study Support Leader whose main role will be to supervise classes in the absence of a teacher and to support the administrative function of the school. The post also includes participation in examination invigilation, accompanying staff on school trips and supporting the school Library.

The cover supervision element of the role does not include teaching, rather instructing students as appropriate using work left by the teacher. GCSE Maths and English, at least to a Grade C or above are essential. The successful candidate needs to be someone who is well-organised, self-confident, has a lively personality and can employ good common sense. The school will consider part time/job share hours for suitable candidates.

### Specific duties and responsibilities

- To supervise classes in the absence of their teacher
- To register and record student attendance in lessons
- To ensure a calm and purposeful atmosphere for working in the classrooms and Study Zone
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- To follow school systems and procedures on behaviour management
- To liaise with subject teachers about cover work
- To maintain a bank of resource material for all year groups for cover purposes
- To proof read external school letters and literature
- To supervise and monitor use of the photocopier and oversee reprographics
- To select, acquire, organise, promote and maintain books and other learning resources, including electronic resources, to cover the full age and ability range of the school community
- To organise and run break and lunchtime clubs for students
- To liaise with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations
- To operate the 'Oliver' electronic loans system for all items borrowed and returned by School users; to amend records accordingly, and maintain statistics as required
- To ensure Study Zone displays are regularly updated and that they promote the ethos of the Study Zone and school
- To support the whole school drive to promote literacy
- To undertake any other duties that reasonably fall within the remit of the post, which may be allocated after consultation with the Post Holder



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# CURRENT OPPORTUNITY: STUDY SUPPORT LEADER Grade 4

### The Ideal Candidate would

- have experience in a school environment
- be flexible and adaptable
- have the ability to work calmly under pressure
- have experience of working with young people
- GCSE or equivalent English and Mathematics
- A degree (or equivalent) is desirable
- Knowledge of SIMS packages or willingness to learn
- have excellent communication skills and good written communication
- have good organisational skills – be able to prioritise workload
- teaching experience would be an advantage

### Person Specification

- A flexible approach to work
- Sense of responsibility and integrity
- Be able to work independently, but also as part of a team
- A positive attitude, patience, resilience and determination to help our students
- Tact and diplomacy

### How to Apply

1. If you'd like to find out more about role, the school, or to talk to us about options for flexible working – call: 0118 935 3353 to arrange to meet us for coffee and a chat
2. Ready to apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Mrs Bagley-Kelly:  
[vbagley@bulmershe.wokingham.sch.uk](mailto:vbagley@bulmershe.wokingham.sch.uk)

*The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references. Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*



*The Bulmershe School is committed to the individual and making sure their potential is reached.*

Parent

# WHY JOIN THE BULMERSHE SCHOOL?

## What we can offer you

### Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Free on-site parking, with excellent transport links to Reading
- Goals football centre and recently redeveloped fitness centre on campus
- Short walk away from Woodley town centre and shops

### Leadership

- Supportive and knowledgeable governing body
- Visible and available leadership team
- Coaching culture and collaborative working
- A clearly communicated whole-school vision

### Development

- Commitment to grow and develop all staff
- Networks and learning opportunities with other schools
- Encouragement to pursue your own development interests

### Challenge

- A diverse student body with individual needs
- Rewarding working environment
- Commitment to our core values which should be modelled by all staff

*A clear vision and sense of purpose ... school leaders track the progress of students carefully to ensure they meet challenging targets*

Parent

*Our experience of the staff is that they deeply care and go the extra mile for students in their care. I am so pleased my daughter will be following in my son's footsteps and joining The Bulmershe School this September*

Parent



## WHEN YOU JOIN OUR TEAM

We have a strong and committed team who work closely with students to develop their interests and achieve their potential. We strongly believe in achieving together and encourage all of our parents to maintain regular contact with the school so that everyone shares the same aim. If you join our Bulmershe staff body you will find we work very much as a team and discover that our ethos of supporting each other comes naturally.

Outside of school, our active Staff Wellness team will cater for your social needs with regular activities and get togethers to ensure everyone feels welcomed and cared for. Ultimately, we believe that when our staff feel supported, trained and included they will be at their most engaged and productive. And that excellence within our support staff teams will lead to happy support staff, happy and motivated teachers and happy children and young people

We hope that this is an environment that appeals to you and we look forward to receiving your application to join our team.



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