



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

COVER MANAGER & ADMINISTRATION SUPPORT

Closing date: Wednesday 23rd October 2024

Start date: ASAP

Contract type: 37 hours per week - Term-time only

Salary: Grade 5 points 8-14 £24,702-£27,334 (Pro-rata salary £20,702-£22,908)

Contract term: Permanent

Sir Thomas Boteler Church of England High School is a Good School in all areas "with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017). Our Christian Ethos underpins all aspects of school life and 'Through God, We Care' about all our young people, staff, parents and community. This is an exciting opportunity to join a school which is thriving and is also an excellent opportunity for a highly motivated, ambitious and hardworking individual to develop their career as we believe, 'High Expectations, High Aspirations, and High Standards – You will succeed'. Sir Thomas Boteler Church of England High School is part of The Challenge Academy Trust (TCAT), which has primary through to Sixth Form provision. Therefore, there are many exciting cross phase professional development opportunities on offer for the successful candidate.

We are looking for:

- Inspiration, passion, energy and a love of learning
- Dedication and commitment to our Vision, Values and Christian Ethos
- An individual who will go above and beyond what is expected
- Aspirations for future career development
- Willing to make a contribution to the wider life of the school
- High standards of appearance, professional conduct and expectations of staff and students
- A positive ambassador for Sir Thomas Boteler Church of England High School and TCAT within the wider community

We can offer:

- A vibrant school community
- A school with an exciting future and desire to continuously improve
- Highly motivated and talented staff with a strong team ethic
- A warm friendly atmosphere based on Christian values of Hope, Compassion and Endurance

- Wonderful students who want to succeed
- A wide range of cross phase experiences and opportunities through our Multi Academy Trust (TCAT)

At The Challenge Academy Trust, we are building a culture that champions better work and working lives across the Trust; a framework to support and develop our workforce from 'hire to retire'. We are committed to providing a workload that is fair and reasonable, work environment where employee health and wellbeing are actively supported and promoted and structured personal and professional development.

Our staff offer also includes:

- Access to the Local Government Pension Scheme / Teachers' Pension Scheme.
- An Occupational Sick Pay Scheme (entitlements based on service).
- Access to TCAT+ our Reward & Wellbeing platform, including access to retailer discounts, discounted healthcare cash plan, cycle to work scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- Access to a comprehensive CPD framework through 'Education Connect' our professional development arm, and online resources from the National College'.

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

For further details and application forms visit www.boteler.org.uk

Please use the 'Support staff application form (Word)' Please download and save to your computer before editing. (CV's are not acceptable)

Deadline for applications: Wednesday 23rd October 2024 at 12noon

Interview date: Thursday 31st October 2024