



April 2021

Dear Applicant,

## **Administrative Assistant – Maternity Cover**

Thank you for your interest in this position. I hope that the enclosed details provide sufficient information to help you to decide that Bishops' is the place to develop your technical support skills and help our students succeed.

We are seeking a highly motivated individual who has excellent communication skills and a keen eye for detail to provide administrative support. Previous experience using SIMS Management Information Systems desirable.

We aim to be a school where students are known, nurtured and inspired. We believe that we have a responsibility to ensure that our students gain examination results in line with their potential, but we see education as being much more than this. In the light of being a Church School, we are particularly interested in the development of the whole person. We would hope that when students leave us, they are equipped with the skills and attributes of well-rounded individuals, who have the ability and desire to make a positive contribution to the society in which they live.

Our most recent Ofsted Inspection (November 2018) judged us to be a "Good" school. In our Denominational Inspection in 2016, we were judged 'an outstanding Church of England High School'. The school is thriving with an excellent reputation. There are 1096 pupils on roll including a sixth form of 171. In 2010, we were invited by the DfE to apply for Academy Status which we successfully gained in April 2011. This gives us more autonomy and we remain a single academy trust, rooted in our West Cheshire community, striving to meet our goal of becoming an outstanding school in all aspects.

We enjoy a very good reputation for the quality of pastoral care offered to students within our Christian ethos. Relationships throughout the school are very good and we have a strong commitment to promoting high standards of individual care and achievement. We believe that we are a fully inclusive school and our intake, in terms of the ability and social background of our students, is truly comprehensive. The 140 teaching and support staff are dedicated, hard-working and very supportive of each other as well as of the students. The school enjoys a friendly and positive working atmosphere. We also pride ourselves on an excellent programme of CPD with a nearby teaching school and links with Chester University and the Mickle Trafford School Direct teacher training alliance.

If, having read the accompanying documentation, you feel you possess the qualities we are looking for; I do hope that you will submit an application. If you would like further information, please do not hesitate to contact either Mrs Alison Beasley, Business Manager, [abeasley@bishopschester.co.uk](mailto:abeasley@bishopschester.co.uk) or Mrs Sara Sowden, Administration and Personnel Manager, [ssowden@bishopschester.co.uk](mailto:ssowden@bishopschester.co.uk).

Your application should comprise a completed application form and an accompanying word processed letter (maximum 2 sides A4) which addresses the Person Specification. Full DBS checks apply. The closing date for applications is **12 noon on Monday 10th May 2021**.

Whilst we would like to acknowledge all applications, this is not always possible. If you have not heard from us within two weeks of the closing date, please assume you have not been successful this time. However, we thank you for your interest in our school.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Ian Wilson" with a horizontal line underneath.

Ian Wilson  
Headteacher

Your application pack should contain:

- letter from the Headteacher
- application form
- a job description
- a person specification

**Note:** Please could you ensure that you:

- include details of your qualifications, including grades under the results section of your application form
- include your mobile telephone number and a live email address