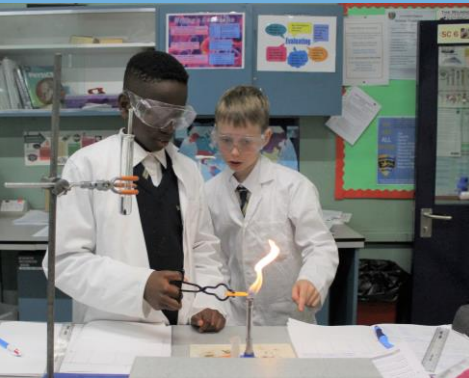




WILMINGTON
GRAMMAR SCHOOL FOR BOYS

Applicant Information Pack



ENDEAVOUR
MAT



Office Secretary/Trips Co-ordinator

Our Vision

A shared purpose to work together to support the young people in all of our schools to *Lead Successful Lives*



Thank you for taking the time to consider this role.

At Endeavour MAT we celebrate the differences between our schools and want them all to continue to improve. Exam results are important, but we go further, helping our students, staff and schools to thrive and to be remarkable. Our culture of working together means that we can achieve more collectively than we could alone, aiming to nurture a balance between autonomy and collaboration.

We actively embrace the challenges we face, and do so with humility, acknowledging that there are always ways in which we can get better. This allows us to work creatively, looking for ways in which we can learn, within and beyond education. Our destination driven focus applies as much to our community of students as it does to our schools and our people.

When the time comes, we want our students to be able to grasp their future with both hands, confidently able to play a full and active role in society and aware of the impact their decisions and actions can have. We strive to ensure students leave school well qualified and with the skills and experiences that will enable them to pave their own way in life. We want our curriculum, teaching and learning and co-curricular programme to be exemplary as we prepare our students to **Lead Successful Lives**.

We are looking for people to join us who share our vision and want to help us to realise it in the lived experiences of the young people we are so lucky to teach. We value our staff, trust our staff and work to develop you professionally. Our staff are our most important asset and your welfare in the role is a key consideration. If this is the kind of opportunity that interests you, we would be delighted to receive your application.

A handwritten signature in black ink, appearing to read 'Charlie Guthrie', written in a cursive style.

Charlie Guthrie
Chief Executive Officer



About the School

About the School

A shared purpose to work together to support the young people in all of our schools to *Lead Successful Lives*



Wilmington Grammar School for Boys is a safe and inclusive environment. We raise aspirations and expectations across a richly diverse community. Through an ambitious, creative and forward-thinking curriculum we develop individuals who demonstrate and understand the traditional values of Personal Excellence, Respect, Innovation and Creativity, Determination and Equality for All. With a bespoke personal development programme, we reach beyond the classroom: we take every available opportunity to broaden horizons, raise ambitions and make a positive difference to the world around us.

We are proud of the school's academic focus. Lessons are fast-paced and we encourage challenging questioning and deep thought. Teachers are given the freedom to teach material in the way they see fit; there is no one-size-fits-all approach. Students respond enthusiastically to feedback and they work **with** their expert teachers to get the best possible outcomes.

A culture of cheerful cooperation is central to this school's success. We are determined to offer unparalleled opportunities to staff and students beyond the classroom. All staff are encouraged to contribute to the student experience and many are involved with extra-curricular clubs, the Duke of Edinburgh's Award or our extensive planned programme of overseas cultural visits.

We invest significantly in staff support, training and development. Early career teachers can expect an experienced mentor, additional support sessions throughout the year and a supportive pastoral guidance team. Experienced colleagues will take part in a thorough induction and will be involved in our weekly professional development sessions. All colleagues have access to a broad suite of training and development opportunities that will provide a clear pathway for career progression.

A handwritten signature in black ink, appearing to read 'S J Harrington', written in a cursive style.

Stuart Harrington
Head Teacher



Endeavour Benefits

ENDEAVOUR BENEFITS

The Endeavour Benefits package is available to all staff across the Trust in addition to competitive London Fringe pay.



High quality, defined benefit occupational pension scheme – employer contributions of:

23.6% Teachers Pensions Scheme

22.5% Support Staff Pension (LGPS)



Generous annual leave, 33 days, 38 at grade 7 & above and all grades after 5 years.



Big discounts on shopping, dining and entertainment at over 150 retailers via the Endeavour Benefits platform.



Free Parking at all Endeavour MAT schools and electric vehicle charging at Stone Lodge School.



Tax efficient Cycle to Work scheme via the Endeavour Benefits platform.



Free eyesight test and £49 contribution towards glasses.



Free annual flu vaccination.



24/7 free and confidential Employee Assistance Programme.

Affordable dental insurance via the Endeavour Benefits Platform.

Discounted health assessments, digital GP services, virtual physio and other services via the Endeavour Benefits platform.



Discounted gym offers via the Endeavour Benefits Platform.



How to Apply

HOW TO APPLY

More information

Please contact Emma Edwards, Heads PA (eedwards@wgsb.co.uk) for an informal discussion about this role.

Closing date

The closing date for applications is Friday 23rd September 2022 with the assessment process beginning w/c 26th September 2022.

Application form

The application forms should be completed and submitted online via the [Current Vacancies](#) section of the Endeavour MAT website.

Assessment process

Candidates will be shortlisted in accordance with the requirements set out in the Person Specification. Shortlisted candidates will be invited to attend a skills test based on the key requirements set out in the Job Description and a panel interview.

We encourage candidates who may need adjustments to allow them to participate fully in the process to discuss these with us in advance.



Safer Recruitment

SAFER RECRUITMENT

Endeavour MAT is absolutely committed to safeguarding children and young people. To that end careful checks will be made on all applicants for posts within our trust in accordance with the Safer Recruitment guidance set out in the prevailing *Keeping Children Safe in Education* document.

This includes:

- Checking a valid passport/driving licence/birth certificate to check identify
- Checking original certificates for academic qualifications
- Contacting referees for each shortlisted applicant
- Asking shortlisted candidates to declare anything that may make them unsuitable to work with children

All appointments are made subject to a satisfactory Enhanced Disclosure and Barring Check (DBS).

Applicants who have resided abroad will be subject to further checks with authorities in those countries where they have resided.

All applicants should note that the position available involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments (England and Wales). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

A previous unspent conviction will not necessarily bar someone from being appointed; the specific nature and date of the conviction will be taken into account.

Safeguarding underpins the work we do within the Trust and as such we provide appropriate induction support to all appointed staff and promote vigilance at all times.

Endeavour MAT Schools

Wilmington Grammar School for Girls

Parsons Lane
Wilmington
Kent
DA2 7BB

Head Teacher: Michelle Lawson
Telephone: 01322 226351

www.wgsg.co.uk

Wilmington Grammar School for Boys

Common Lane
Wilmington
Kent
DA2 7DA

Head Teacher: Stuart Harrington
Telephone: 01322 223090

www.wgsb.co.uk

Stone Lodge School

Stone Lodge Lane
Stone
Dartford
Kent
DA2 6FY

Head Teacher: Gavin Barnett
Telephone: 01322 250340

www.stonelodgeschool.co.uk

Find out more:

Call: 01322 250285

Email: recruitment@endeavour-mat.co.uk

Website: www.endeavour-mat.co.uk