



WILMINGTON
GRAMMAR SCHOOL FOR GIRLS

Applicant Information Pack



ENDEAVOUR
MAT



**Administrative Assistant
with responsibility for
Cover and Data**

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

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



Wilmington Grammar School for Girls embodies its motto of being 'in pursuit of excellence'. This underpins our values, culture and educational ethos.

As a community we embrace the challenges and opportunities of working with highly able selective students.

We want our students to be able to grow into curious, kind and determined adults, capable of pushing themselves beyond their boundaries and willing to challenge themselves more than they think is possible.

Our vision of excellence means that we cannot ever stand still in our learning journey and that as a community we are all moving forward together. We develop our staff in the same way that we develop our students. We work alongside the other schools in our Trust to offer development and collaboration, supporting the vision and the work that we are all doing.

Wilmington Grammar School for Girls has been working on co-created research with Universities and other schools to establish higher levels of learning wider engagement in the curriculum and foster the ambition and determination for students to access the top universities and most prestigious higher level apprenticeships.

We are determined to build a school where our students are equipped to be the leaders of the future with greater creativity, compassion and wisdom than previous generations.

If this appeals to you, then please get in touch. I'd love to meet you.

A handwritten signature in black ink that reads "ME Lawson".

Michelle Lawson
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 for VDU users and 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 Nishita Rana on 01322 226351 EXT 223 for an informal discussion about this role.

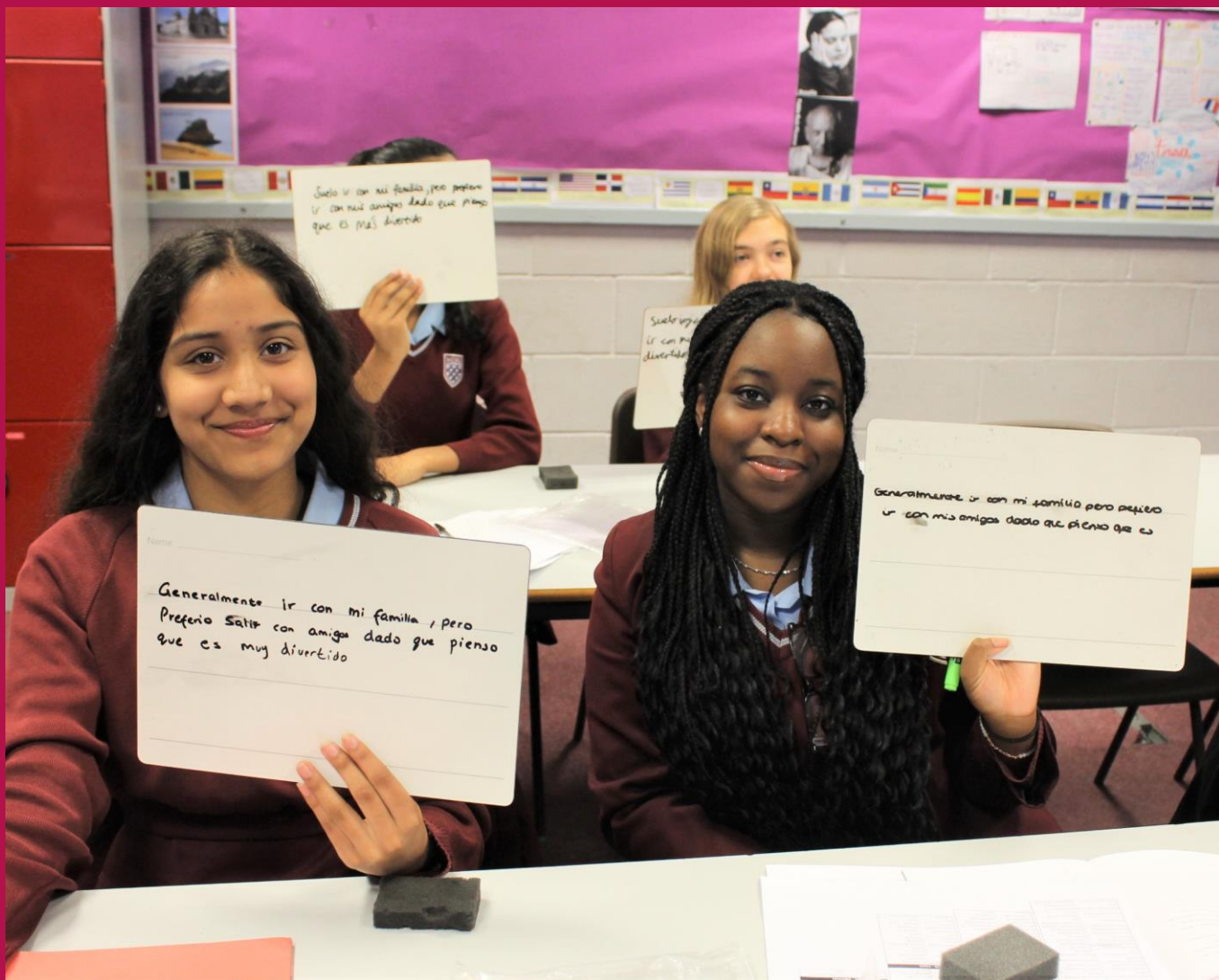
Application form

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

Wilmington Primary School

Common Lane
Wilmington
Kent
DA2 7DF

Head Teacher: Charlotte Scott
Telephone: 01322 274080

www.wilmingtonprimaryschool.co.uk

Find out more:

Call: 01322 250285

Email: recruitment@endeavour-mat.co.uk

Website: www.endeavour-mat.co.uk



**ENDEAVOUR
MAT**