24 November 2021

Dear Potential Applicant,

Thank you for enquiring about our Business Admin Officer role at our West site, in Tunbridge Wells.

Broomhill Bank is a highly successful coeducational special residential and day school for students aged 11 to 19, with Education, Health and Care Plans relating to Communication, Interaction and Learning difficulties.

Broomhill Bank operates as one school, but it is situated on two sites across two Kent Districts:

1. Tunbridge Wells – Broomhill Bank (West) is situated in Rusthall near the town of Tunbridge Wells, and is the original site of the school. The administrative centre for the school as a whole is based here.
2. Sevenoaks - Broomhill Bank (North) is situated in Hextable near Swanley and opened in September 2015 as a result of the school expanding. The residential provision for the school is located here.

The person we are looking to appoint to this position will be expected to fully commit in an outward facing way to this ongoing development and this may involve a degree of commuting between sites. The successful candidate will be primarily based at the Broomhill Bank (West) site.

The school has a strong belief in the power of collaboration and will be expecting the successful applicant to use collaborative opportunities to achieve what is best for Broomhill Bank students.

We are members of the collaborative group of Kent Special Schools, KSENT, comprised of 24 special schools across Kent.

Broomhill Bank School is the host school for the Specialist Teaching and Learning Outreach Service within the Tunbridge Wells District. We deploy this resource to support children and young people with SEND in mainstream schools and Early Years settings across the Tunbridge Wells District.

The person appointed will be expected to fully contribute to these collaborative arrangements to enhance the learning and development of students within Broomhill Bank and the community it supports.

Broomhill Bank invests a lot in employing the best staff, and in training them to achieve highly in their respective roles. The school strives to engage staff who are self-motivated, professional, and ambitious for students and who, within these parameters, get high satisfaction levels and enjoyment from the jobs they do.

The successful applicant will be someone who can promote these aspects, especially at this time of growth and development for the school, and they will have the ability to use high levels of emotional intelligence to lead their team positively through stages of change.

This post is for 37 hours per week for a total of 45 weeks per year, consisting of 38 weeks term-time, 1 week (5 days) of training days and 1 week (5 days) holiday working spread throughout the year, and 5 weeks paid holiday. The salary will be Kent Range 5, starting salary £17,398.92 per annum (pro-rata to £19,723 full time equivalent).

You will also experience all the benefits of Kent Rewards which is an employee benefits scheme and one of the largest in the country; through which employees receive tax free benefits including child care vouchers; access to support with healthcare and legal advice; and discounts and/or cash-back from over 1500 retailers, both local and national.

If you are interested in this position and you feel that you meet the criteria outlined in the enclosed ‘Person Specification’ this could well be an opportunity for you to apply to work as part of an exceptionally supportive staff team in our highly successful special school.

**Applying**

Application forms must be completed in full or they will not be considered. When completing the referee section please note that we require two written professional school-related references, at least one of which should be from a senior leader from your current employment. We will also take up a third reference of our choice from one of your previous employers. Deadline for applications is **9.00am on Wednesday 8 December 2021** with interviews to **be held on Week commencing 13 December 2021.**  Any appointment is subject to a satisfactory enhanced check with the Disclosure Barring Service and Occupational Health check.

The school is committed to ensuring people who have been convicted of a criminal offence are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

All applicants should indicate on the application form whether they have any criminal convictions. If yes, and if shortlisted for interview, these convictions should be detailed on a piece of paper and sealed in an envelope, to bring on the day to your interview. The recruitment panel will open and consider the disclosures. The panel may explore further the nature of the conviction(s) and will take into consideration factors relating to the nature of the offence in deciding whether and how it might impact upon the candidate’s suitability for being offered the position.

**Our School Culture**

The school is committed to promoting a safeguarding culture, which keeps its students and all other members of the school community safe from harm. We aspire to very high standards of safeguarding which we are constantly seeking to improve as the school evolves and develops.

We expect all staff at every level to have a good understanding of and adherence to the practices set out in key policies relating to safeguarding, and to feel confident and equipped to report any concerns they may have and to know these will be taken seriously. We provide opportunities for staff to discuss issues around safeguarding.

We expect staff to conduct themselves in a professional manner at all times in the ways in which they behave, dress and speak, and to set appropriate boundaries between adults and young people, and we provide opportunities for staff to explore and discuss their own attitudes and beliefs about what is and isn’t acceptable behaviour.

We expect our staff to have high expectations of behaviour and conduct from the young people within our school, and to appropriately challenge and address unacceptable behaviour, language or stereotypical attitudes.

To facilitate this we pay high regard to appropriate and timely training and to ensuring that new staff have an appropriate programme of induction in place and ongoing mentoring support.

Any appointment is subject to a satisfactory enhanced check with the Disclosure Barring Service and an Occupational Health check.

We would encourage prospective candidates to visit beforehand and this can be arranged by contacting Samantha Dodd, HR Manager at Broomhill Bank (West) on 01892 510440.

Yours sincerely,



Mr S J Ackerley

Executive Headteacher

Broomhill Bank School