St Thomas More R C Academy

Lynn Road, North Shields, Tyne & Wear NE29 8LF
Telephone: (0191) 258 8340
E-mail: info@stmacademy.org.uk www.stmacademy.org.uk

Headteacher: Mr D Watson BSc
Deputy Headteacher: Mr M Henderson BA
Senior Assistant Headteacher: Mrs K L Gammack BSc, MEd

DW/CM

9 May 2019

Dear Applicant

Assistant Caretaker
APT & C Scale: Grade 4 Point 5-6 (£18,795 - £19,171 pa)

Thank you for your interest in the above post. We are an 11 – 18 mixed, converter academy serving the Catholic community of St Oswin's Deanery (Diocese of Hexham and Newcastle). We have a well-balanced, genuinely comprehensive intake, which is one of our great strengths. The ability profile on entry is above the national average and free school meals uptake is below the national average. We have an excellent reputation locally and nationally for the quality of our ethos, teaching and learning, high achievement, and sustained improvement over time. Ofsted last inspected the school in October 2017**,** judging it as "Good" - "*Pupils make good progress because of their positive attitudes to learning, and the strong relationships they have with staff… The values of respect, tolerance and humility permeate the school and leaders' active promotion of pupils' social, moral, spiritual and cultural development is tangible and exceptional… There is a philosophy of continuous improvement in the school.*" The Diocese of Hexham and Newcastle also inspected the school in December 2014 under section 48 of the Education Act - "*The Catholic Life of St Thomas More Catholic Academy is outstanding in the way it lives out its mission to the school and wider community*." This is reflected in strong parental support for and confidence in the school. The academy website will give you an insight into our work and ethos: www.stmacademy.org.uk .

Our reputation and practice are excellent with regard to professional development for all staff. Our experience and expertise are especially strong in ITT and NQT work and in leadership development programmes at middle and senior leadership levels. There is a very strong, recognised learning culture across the school. Our collaborative approach extends to working with other schools within North Tyneside, and within the Hexham and Newcastle Diocese. We have dedicated professional developmental time each Tuesday afternoon and there are many opportunities for staff to deliver CPD activities both within school and at local level.

We wish to appoint an enthusiastic, reliable and flexible person with good basic DIY skills to help with the effective operation of site services such as opening and closing, porterage, grounds maintenance, minor building repairs and maintenance.

I am enclosing the following:

1. Advertisement details
2. Job Description
3. Recruitment and Selection Policy Statement
4. A copy of the Mission Statement

5. Application Form (inc. Notes to Applicants, Recruitment Monitoring Form, Rehabilitation of Offenders Act).
6. DBS (formerly CRB) Information

The closing date for application forms is at 4pm on **Friday, 31 May 2019. Shortlisting** will take place soon after the closing date. Interviews are expected to be held the week commencing the 10 June. If you have not heard from us by **Monday, 10 June 2019** please assume that you have been unsuccessful, only the successful candidates will be contacted by the school.

We look forward to receiving your application.

Yours sincerely

Mr D Watson
Headteacher

Encs.