



June 2020

### Careers Administrator – Maternity Cover Contract

Dear Applicant

Thank you for requesting details for the position of Careers Administrator at Churchill Community College. This is a maternity cover position from 1<sup>st</sup> September until the 16<sup>th</sup> July 2021. The contract end date may be reduced or extended depending on the return of the postholder.

The College is a dynamic, exciting place to work with many opportunities available for staff and students. Churchill has been designated a Teaching School by the DfE and we also lead the 'The Great North Maths Hub' for the North of England along with the North Tyneside Learning Trust. This is an exciting initiative that places the college at the centre of innovations in Teaching, Learning and CPD for teachers of all subjects.

Our most recent OfSTED Inspection in March 2019 graded us as **Good** across all areas.

Please read more about our inspection, and the ethos of the College by accessing our website at [www.churchillcommunitycollege.org](http://www.churchillcommunitycollege.org) or at the Ofsted website - [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

We need a Careers Administrator who:

- Is enthusiastic and highly motivated to bring a sense of energy and passion to the role
- Has excellent interpersonal skills
- Is able to develop and maintain highly effective relationships
- Has the ability to project manage their own work
- Can work as an effective member of a team

We offer you:

- An opportunity to work in an 'Good' school;
- An opportunity to work with highly-skilled professionals;
- Enthusiastic and motivated pupils;
- An exciting and extensive commitment to Professional Development.

**Please read the enclosed information carefully and decide if Churchill Community College is the place you want to develop your career and help us make a significant difference to the lives of young people. Our staff are dedicated, very hard-working and believe that what we do is vital to improving the life-chances of the young people we work with. I expect that commitment from all staff.**

The closing date is **9.00am on Friday 26<sup>th</sup> June** and I look forward to receiving your completed application form and a letter of application (this should not exceed two sides of A4) which will outline how your skills and experiences make you the best candidate for this post. A CV is not required.

An outline of the interview process and any presentation or task details will be sent to candidates who are short-listed, our current plan would be to interview by video link but further details will follow to the shortlisted candidates. In the interest of economy those candidates that are not short-listed will not receive notification and should assume that they have not been successful in this instance. Please also note we do not pay expenses for candidates asked to interview.

Thank you for investing the time in our College.

Yours sincerely

A handwritten signature in blue ink, consisting of a stylized initial 'D.' followed by the name 'Baldwin' in a cursive script.

David Baldwin

Headteacher