

# WE ARE HIRING

YEAR 6, DO YOU HAVE WHAT IT TAKES?



ESTATE  
LEAD



FINANCE  
MANAGER



CENTRAL  
TEACHER

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APPLY TO HAVE YOUR CHANCE TO SPEND THE DAY AS ONE OF THESE FOUR TRUST JOB ROLES. ON WEDNESDAY 25TH JUNE, WE WILL BE HOLDING INTERVIEWS WHERE 8 CHILDREN WILL BE SELECTED, 4 MAIN ROLES AND 4 DEPUTY POSITIONS. THEN ON FRIDAY 18TH JULY, THOSE 8 CHILDREN WILL BECOME THEIR CHOSEN ROLE AND HAVE THE OPPORTUNITY TO SPEND THE DAY OUT OF CLASS TRAVELLING TO THE 3 SCHOOLS AND ENJOYING ALL THE TASKS THAT THE TRUST STAFF HAVE TO DO.

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FILL OUT THE JOB APPLICATION FOR THE ROLE THAT YOU THINK SUITS YOU BEST BY FRIDAY 13TH JUNE.

YOUR PARENT/CARER WILL NEED TO SIGN THIS AS IT WILL INVOLVE TRAVELLING BETWEEN SCHOOLS. WE WILL BE IN TOUCH WITH THE NEXT STEPS OF THE APPLICATION PROCESS,  
GOOD LUCK



THINK YOU COULD BE THE NEXT...

# CEO



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THE CEO HAS AN EXTREMELY TOUGH JOB, OVERSEEING HOW THE WHOLE TRUST IS RUN. HE LOOKS AFTER 3 SCHOOLS AND ENSURES THAT EVERYBODY IS WORKING THEIR VERY HARDEST TO GIVE THE CHILDREN THE BEST EDUCATION THEY CAN. TAKE A LOOK AT THE JOB DESCRIPTION BELOW TO SEE IF YOU THINK YOU COULD DO THIS ROLE:

**PERSON SPECIFICATION:**

- \*HAVE A CHILD CENTRED APPROACH
- \*DECISIVE AND ABLE TO MAKE DECISIONS FAST
- \*GOOD TEAM PLAYER
- \*GOOD LISTENER

**JOB DESCRIPTION AND DUTIES:**

- \*MEET WITH HEADTEACHERS
- \*MEET WITH STAFF TO LOOK AT CHILDREN'S PROGRESS
- \*WRITE POLICIES
- \*ATTEND TRUSTEE MEETINGS
- \*OVERSEE BUDGETS

IF YOU THINK THIS SOUNDS LIKE A JOB FOR YOU, THEN PLEASE FILL OUT THE CEO JOB APPLICATION AND RETURN IT TO YOUR CLASS TEACHER BY 13TH JUNE

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# THINK YOU COULD BE THE NEXT... FINANCE MANAGER



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THE TRUST'S FINANCE MANAGER IS EXTREMELY BUSY OVERSEEING THE BUDGETS ACROSS ALL OF THE SCHOOLS, CHECKING THAT EVERYONE IS STICKING TO THEM. THE FINANCE MANAGER ALSO PAYS THE INVOICES AND CHECKS THE BILLS ARE UP TO DATE.

## PERSON SPECIFICATION:

- \*HARD WORKER
- \*ABLE TO MULTITASK
- \*ENJOYS CHALLENGES AND MATHEMATICAL TASKS
- \*GOOD COMMUNICATOR WITH ALL

## JOB DESCRIPTION AND DUTIES:

- \*ENSURE THE SITES ARE FOLLOWING HEALTH AND SAFETY GUIDANCE
- \*OVERSEE SCHOOL BUDGETS
- \*MANAGE ACCOUNTS
- \*PAY INVOICES

IF YOU THINK THIS SOUNDS LIKE A JOB FOR YOU, THEN PLEASE FILL OUT THE BUSINESS AND FINANCE MANAGER JOB APPLICATION AND RETURN IT TO YOUR SCHOOL OFFICE BY 13TH JUNE

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# THINK YOU COULD BE THE NEXT... ESTATE LEAD



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THE ESTATE LEAD WORKS ALONGSIDE ALL OF THE CARETAKERS IN THE SCHOOLS. HE ENSURES THE GROUNDS AND BUILDINGS ARE SAFE FOR YOU, AND IF NOT, HE CONTACTS THE RIGHT DEPARTMENTS TO FIX THIS. HE IS THERE TO SUPPORT WITH ANY BUILDING PROBLEMS OR MAINTENANCE INDOORS AND OUTDOORS

## PERSON SPECIFICATION:

- \* ENJOY WORKING INDOORS AND OUTDOORS
- \* ABLE TO MULTITASK
- \* ENJOYS HANDS ON TASKS AND BEING ABLE TO SOLVE PROBLEMS
- \* GOOD COMMUNICATOR WITH ALL

## JOB DESCRIPTION AND DUTIES:

- \* MEET WITH CARETAKERS TO ENSURE THE BUILDINGS ARE SAFE
- \* ENSURE THE SITES ARE FOLLOWING HEALTH AND SAFETY GUIDANCE
- \* CARRY OUT MAINTENANCE ON THE BUILDINGS AND GROUNDS

IF YOU THINK THIS SOUNDS LIKE A JOB FOR YOU, THEN PLEASE FILL OUT THE BUSINESS AND FINANCE MANAGER JOB APPLICATION AND RETURN IT TO YOUR SCHOOL OFFICE BY  
13TH JUNE

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# THINK YOU COULD BE THE NEXT... CENTRAL TEACHER



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THE CENTRAL TEACHER'S ROLE IS TO SUPPORT ALL OF THE STAFF WITHIN THE SCHOOLS. SHE ATTENDS MEETINGS TO SEE HOW CHILDREN ARE LEARNING. THE CENTRAL TEACHER IS IN CHARGE OF THE PRO SOCIAL BEHAVIOUR REWARDS SO KEEPS A CHECK ON THE TOKEN BOXES. TEACHERS CAN GO TO THE CENTRAL TEACHER IF THEY HAVE ANY QUESTIONS AND SHE CAN WORK ALONGSIDE THEM IN THE CLASSROOM. THE CENTRAL TEACHER RUNS THE PUPIL SENATE.

## PERSON SPECIFICATION:

- \* GOOD LISTENER
- \* SUPPORTIVE AND CARING
- \* WILLING TO HELP OTHERS
- \* CREATIVE IN THINKING ABOUT NEW APPROACHES

## JOB DESCRIPTION AND DUTIES:

- \* MEET WITH TEACHERS ACROSS ALL SCHOOLS
- \* KEEP WEBSITE AND SOCIAL MEDIA UP TO DATE WITH NEW INFORMATION
- \* ATTEND MEETINGS WITH THE CEO
- \* MANAGE PRO SOCIAL REWARDS
- \* ORGANISE THE PUPIL SENATE
- \* PLAN TRUST WIDE EVENTS

IF YOU THINK THIS SOUNDS LIKE A JOB FOR YOU, THEN PLEASE FILL OUT THE CENTRAL TEACHER JOB APPLICATION AND RETURN IT TO YOUR SCHOOL OFFICE BY 13TH JUNE

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