

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

Both Weston Park and Weston Shore are 'Good' schools. Our most recent grading for leadership and management was 'Outstanding' by Ofsted (October 2023).

We are seeking to recruit a highly motivated and experienced Admin Assistant who is inspirational, enthusiastic, and creative to join our team.

We are a passionate, hardworking and dedicated team, who are committed to supporting our children and equipping them with the essential knowledge and skills they need to create endless opportunities in the world. Wellbeing is at the heart of our leadership, and we strive for quality teaching and a healthy work/life balance.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Are excellent team players
- Are committed and inspirational
- Build positive relationships with children and adults
- Are dedicated to making a real difference to the lives of children

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes including the possibility for future career development as an Apprentice Teacher.
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.weston-park.org.uk and return to recruitment@weston-park.org.uk by midday on the closing date.

SAFEGUARDING:

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.