



THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE



**QUEEN'S PARK
HIGH SCHOOL**



Sponsored by
Excell.
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**Secondary School of the Year
WINNER**

Queen's Park High School

Post of: Admissions Officer Application Pack

Permanent post required as soon as possible

37 hours per week; Term Time + 2 weeks (40 weeks per year)

Salary: Grade 4 SCP 4 - SCP 6

£25,185 - £25,989 (pro-rata £22,189.43 - £22,897.80)

Closing Date: 9.00am on Monday 13th July 2026



Inspiring Individuals • Empowering Minds • Defining Futures

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Our Vision



As a school, Queen's Park High has ambitious outcomes for all its students and we aim to provide the very best learning and personal development opportunities for every young person that we serve. Our vision is founded upon the following principles:

- *Inspiring Individuals*
- *Empowering Minds*
- *Defining Futures*

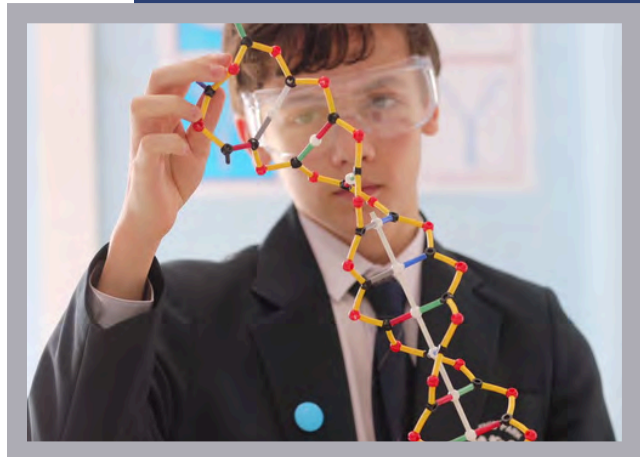


Inspiring Individuals

We value the uniqueness of everyone in our school, and we have committed to make excellence in teaching the core value of our school, so that all members of our community are inspired to learn and achieve.

Empowering Minds

We believe that everyone has ideas to share, aspirations to realise, and opinions that matter. It is our mission to liberate young people to think freely, without constraint and beyond limits.



Defining Futures

In all that we do, we are guided by the knowledge that the foundations of every young person's tomorrow are laid today. By achieving excellence in all that we do, we aim to make today's young people tomorrow's era defining leaders, thinkers and pioneers.



“ Staff have high expectations for what pupils should achieve. ”
Ofsted 2025



Welcome

POST

Admissions Officer

Thank you for your interest in our Admissions Officer post. In this pack you will find information about the post including a job description.

We are seeking a reliable, organised and proactive individual with good attention to detail, to join our busy school office team. This is a varied role combining responsibility for managing student admissions alongside providing high-quality administrative support to ensure the smooth daily operation of the Handbridge Site (Queen's Park High School and Chester International School). Training and mentoring will be provided as part of the induction process.

Queen's Park High School is an 11-18 school, with approximately 140 in each year group and 200 in Year 12 & 13.

Chester International School (CIS) is a smaller school where students start at Year 10 and finish at Year 13. There are approximately 80 students in each year group.

The Learning Trust (TLT) is a great place to work. Results and facilities are excellent and the students are well motivated. We try to live by the maxim "*Happy, Hardworking and Caring*" and expect that all staff should be a role model for these three characteristics. Both schools are situated on the same site in Handbridge, which has great links to Chester and surrounding areas.

Further information about each school and The Learning Trust can be found by visiting the websites below:

 www.qphs.co.uk  www.chesterinternational.co.uk  www.tltrust.co.uk

Please visit: [QPHS - Vacancies](http://www.qphs.co.uk/vacancies) and click 'Apply Now' via the MyNewTerm section on our school website's vacancies page.

The deadline for receipt of applications is **9.00am on Monday 13th July 2026**

Interviews will take place w/c 13th July 2026

We look forward to receiving your application and welcoming you to our school.

Tom Kearns
Executive Headteacher
Handbridge Campus



About Us

*Prepared
Engaged
Respectful*

Queen's Park High School is an inclusive school, where students are nurtured and supported to grow into active and responsible citizens. We have 3 basic principles on which we build our expectations and the pastoral team work alongside curriculum staff to ensure that all students focus on these principles which are:

Prepared • Engaged • Respectful

All members of teaching staff are allocated a role as a form tutor, which we believe is a fundamental key role within our school. Tutors are key members of staff who, by interacting with their tutees every day will be key in setting and maintaining high standards and expectations with their tutees. Tutors move with their groups through the school and are able to know students and families well. This means that they can recognise the strengths of each child, support and intervene where needed and celebrate success, both in and outside of school.

Each Key Stage is led and managed by a Key Stage Lead and supported by Assistant Key Stage Leads. We also have a small number of experienced non-teaching staff who support behaviour and wellbeing.

We believe that building and developing positive relationships are key to our core values and to building the community that is Queen's Park High School.



“ Pupils, and students in the sixth form, enjoy the calm and considerate culture at Queen’s Park High School. They appreciate the positive relationships that they have with staff. ”
Ofsted 2025

Our Curriculum

Our curriculum is the beating heart of our school and central to our provision. We aim to provide our students with a world class academic and personal development curriculum.

We want all of our students to be able to experience an innovative and dynamic curriculum that prepares them to take their place in the world of work, as articulate, literate and confident adults. At every level, and in every subject, our mission is clear: we want every child to discover their aptitudes and talents; to be supported to maximise their potential; and to achieve their very best.

Full details about our curriculum can be found on our website: www.qphs.co.uk



About Us

“ Pupils benefit from a suitably broad and ambitious curriculum that supports their academic and vocational interests. ”
Ofsted 2025

Key Stage 3

In years 7 to 9 students are taught in ability sets in the core subjects of English and Maths, and in mixed ability groups in Science. They follow a broad and balanced curriculum including subjects such as: Art, Drama, Geography, History, ICT, Music, PE, RE, Spanish and Technology. These foundation subjects are taught in mixed ability sets to foster a sense of co-operation and collaboration between students. Cycles of learning and assessment points are carefully planned to ensure KS3 prepares students in the best way possible for the start of their GCSE courses. There is a well-developed and comprehensive guidance programme around option choices in Year 9. Students and parents are well informed, supported and consulted to ensure the right choices are made by each individual student to enable them to be successful in their GCSEs.

Key Stage 4

In years 10 and 11 students have carefully completed their option choices. We offer a wide range of GCSE qualifications well suited to students' interests and aspirations. We offer all the EBacc subjects of: Geography, History, Computer Science, French and Spanish. This is in addition to the prescribed core curriculum of: English, English Literature, Maths, PE, RE and Science (including the option of separate GCSEs in Biology, Chemistry and Physics). Additionally students can choose from a wide range of other options, including: Art, 3D Design, Drama, Food Technology, Music, Photography, RE, Sports Studies and Triple Science. Students are taught in ability groups in core subjects.

Key Stage 5

In years 12 and 13 the majority of our students choose to continue their studies here in the Sixth Form once they have completed Year 11. Alternatively we support students to move on to full time college places or to take up an apprenticeship within the local and surrounding area. We have a strong track record in preparing students for Higher Education and our Key Stage 5 curriculum offers a wide range of courses at Level 3 including traditional A Levels, alongside vocational BTEC courses in a variety of subjects. For further information about Queen's Park High School's Sixth Form, please visit our website or request a copy of our Sixth Form prospectus.

“ Pupils are well prepared to embark on positive and meaningful next steps in education, employment or training. ”
Ofsted 2025



About Us

“ The school has high expectations for pupils' attendance. ”
Ofsted 2025

Creative Curriculum

As a former Specialist Visual Arts College we benefit from an exceptional range of teaching resources, facilities and opportunities to deliver art education at an extremely high level.

Facilities include: two art studios, a ceramic studio and sculpture garden. Our highly experienced staff deliver well-established and popular courses in the visual arts which represent the enthusiasm and diverse interests of our students. Results in the visual arts overall are frequently exceptional and the work of our students is regularly exhibited around the school.

Perhaps the highlight of our performing arts calendar is the annual school production. With over 20% of the school population involved, it is clear to see how this popular extra-curricular opportunity is as successful as it is.

With students auditioning for roles from September, the six-month process challenges everyone involved to work incredibly hard as a member of a highly motivated and successful team which involves students from Year 7 right the way through to Year 13.



Students who are interested in the technical and backstage aspects of the production begin their work in October, with a range of opportunities available making use of our professional theatre equipment. Previous productions include: Les Misérables, Disco Inferno, Little Shop of Horrors, Rock of Ages, School of Rock, Grease, We Will Rock You, Billy Elliot, Popstars. The 90's Musical, Ghost The Musical and most recently, Oliver!

In addition, students from all years have the opportunity to experience the arts internationally with recent trips to Tokyo, Ghana, Colombia, West Coast America and New York enriching our curriculum.



About Us

Extra-Curricular

Personal Development and extra-curricular is central to our culture of strong relationships between staff and students.

At Queen's Park High School, we offer an extensive extra-curricular programme designed to enrich students' experience by providing the opportunity for them to make new friends, find new interests and develop new and existing skills.

We offer a wide range of activities many of which take place at lunchtimes throughout the week or after school. These are reviewed and updated each term to make our provision as diverse and inclusive as possible.

We encourage all our staff to actively engage in extra-curricular and enrichment. We believe memories made during these experiences last a life time.



Rowing at Queen's Park High School

As one of only four state schools in the country to have exclusive access to a Rowing Club, we are immensely proud of Queen's Park Chester Rowing Club (QPHRC) and its achievements. Our rowers regularly and successfully compete at a national level.

Over the years a number of the club's rowers have been invited to join the Olympic GB training camp. In 2025 a former student won gold for Great Britain at the European Rowing Coastal and Beach Sprint Championships and in 2023 two students were selected to represent Wales in the Under 19 Welsh rowing squad.

Dry activities take place in our specialist fitness suite with water-based activities taking place throughout the week all year round.

“ Younger pupils appreciate the opportunities that they get to broaden their interests or to make a positive contribution to their locality, through clubs, competitions or the varied opportunities to raise money for charities.



Ofsted 2025

About Us

Our Staff

Our culture of continuous learning and development applies to our staff as well as our students. On Wednesdays after school, staff engage in our highly effective CPD programme. This programme includes a whole range of CPD workshops and sessions focusing on: pedagogy and practice, safeguarding, leadership development and time ring-fenced for independent study and professional growth. It also facilitates regular meeting time for departments to share best practice and focus on the development of teaching and learning in subject areas.

Early Career Teachers

We offer an enhanced package of support for all of our Early Career Teachers (ECTs) which follows the Early Career Framework. Our delivery partner, Best Practice Network, facilitate a whole range of supportive modules to enhance the growth of professional skill sets including approaches to behaviour management, assessment and curriculum development.

“The school...ensure that a culture of aspiration, collaboration and support is experienced by staff. The school's proactive consideration of staff's workload and well-being ensures that staff feel well equipped to undertake their roles.”

Ofsted 2025

We believe, that our ECTs learn best from each other and as such, offer two additional opportunities for sharing best practice and the development of professional skill sets:

- Weekly meetings with the Assistant Head for Teaching and Learning to share best practice and talk through the latest developments in pedagogy.
- Half termly meetings for ECTs and RQTs together to reflect on innovative practice and develop bespoke CPD sessions for the rest of the teaching staff.



“I have had incredible support at Queen's Park High School as an ECT. Everyone is ready to help out and nothing is too big of an ask. The CPD and constant support have helped me to develop my teaching practice this year and I feel that working at Queen's Park for my ECT years will help me to form a strong foundation for my entire teaching career.”

Heather, MFL ECT

About Us

Partnership with Parents

Our highest priority is to ensure that students are happy, safe and supported in school and we can only achieve this through a close partnership with parents and carers.

We recognise the importance of excellent communication between home and school to encourage closer links and better understanding. This is facilitated through Parents' Evenings, the school website, newsletters, e-mails, text messages and social media.

All parents can access real time student data online through School Synergy, including: registers, homework assignments and assessment information. We encourage our parents to access this information and to regularly discuss how things are progressing in school with their child. Parents also receive information about their child's assessment grades each term and a summative report annually.

The school also has a very committed Parent Teacher Association (PTA) which actively supports both the school and our students. They organise fundraising events throughout the year to help fund extracurricular activities to benefit our students.



“ I'm so happy I picked Queen's Park High School for my daughter who is going into Year 8 . . . Queen's Park High School is just the best in every way. ”
Year 7 Parent



Further information

To find out more about school life at Queen's Park High School and keep up to date with all our news and events, please visit our school website and read our termly school newsletters:

<https://www.qphs.co.uk/newsletters>
or follow us on social media:



www.qphs.co.uk



@qphschester



@qphschester



QPHS Chester

Job Description



Role: Admissions Officer

Responsible to: Support Operations Manager

CLOSING DATE

9.00am

Monday 13th July 2026

Core Purpose

- To be responsible for maintaining and developing school processes around admissions for the Handbridge Site.
- To lead on and manage the schools admissions process for Year 10 and 12 and 'in year transfers' for Chester International School.
- To lead on and manage the schools admissions process for Year 7, Year 12 and 'in year transfers' for Queen's Park High School.
- Contribute to the wider administrative function of the schools, supporting colleagues, students and families.
- To uphold the school ethos and set high standards in all areas of work.

Key Tasks

- To lead and effectively manage the schools admissions process for entry into year 10 and 12 and 'in year' transfers for Chester International School. CIS is its own admissions authority.
- To lead and effectively manage the schools admissions process for entry into year 7 and year 12 and 'in year' transfers for Queen's Park High School. QPHS uses the Cheshire West and Chester admissions authority.
- Coordinating applications, appeals and waiting lists.
- Organising school tours/transition events.
- Communicating decisions to parents and external agencies.
- Ensuring compliance with School Admissions Code.
- To submit referrals and student data reports to the Fair Access Panel when required.
- Assisting with student records maintenance, including filing, scanning and data input.
- Supporting the organisation of school events, open evenings and admissions evenings.
- To complete any other general administrative tasks when required to ensure the effective operations of the school office.
- To support students records and data collections and transfer, in accordance with the school, DfE regulations and GDPR.
- To provide high quality administrative support services for teaching staff and students.
- To support, train and work with the office administrators in their use of all relevant school information systems to ensure effective collection, use, security, accuracy, and validity of the data.
- To support the development and implementation of new administrative software across the school.
- To liaise with external authorities to ensure compliance with statutory requirements.
- Providing cover for other office staff during absences or peak periods.
- To advise on the efficient use of SIMS to all staff.

Job Description

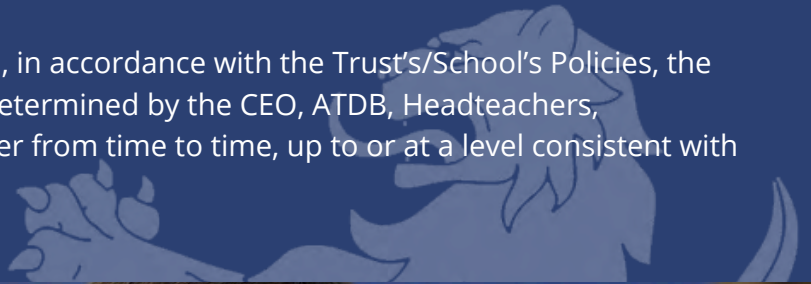
Safeguarding

- Promote and safeguarding the welfare of children and young persons you are responsible for or come into contact with.

General Support

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be willing to undertake regular and appropriate continued professional development in line with the expectations of the role.

Notwithstanding the detail in this job description, in accordance with the Trust's/School's Policies, the job holder will undertake such work as may be determined by the CEO, ATDB, Headteachers, Governing Bodies or Support Operations Manager from time to time, up to or at a level consistent with the main responsibilities of the job.



CLOSING DATE for applications: 9.00am on Monday 13th September 2026

Person Specification



Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Right to work in UK. • Educated to A level standard or above (or equivalent)
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of running effective administrative systems, ideally within a school • Experience of manipulating data in excel • Experience of dealing with customers/parents/social workers or third party organisations in a professional capacity
Personal Characteristics	<ul style="list-style-type: none"> • Genuine passion and a belief in the potential of every student • Discrete • Flexible, highly organised and able to multi-task and prioritise work to meet deadlines • Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure • Ability to work constructively as part of a team, understanding school roles and responsibilities • Able to take ownership of tasks and work with minimal supervision. • Have exacting standards and a keen eye for detail • Keen to learn and further develop own skills • Exercises sound judgment, especially relating to confidentiality and discretion • Relentless drive to do what it takes to ensure all students succeed. • Ability to instil and ensure high expectations • Commitment to the safeguarding and welfare of all students, including those not yet on roll within the Handbridge schools
Specific Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Good IT skills, including the ability to confidently use Microsoft Word, Excel, Outlook • Willingness and ability to learn and operate new IT packages • Excellent administrative and organisational skills

Application Process

Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "please see attached CV" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

We encourage applications from a diverse range of applicants.



To apply for this post, please follow the link below to our website's vacancies page, then click on '**Apply Now**' in the *MyNewTerm* section:

<https://www.qphs.co.uk/page/?title=Vacancies&pid=19>

If you have any recruitment queries, please contact:

tlrecruitment@tltrust.co.uk

Interviews will take place:
w/c 13th July 2026

CLOSING DATE for applications: 9.00am on Monday 13th July 2026

Additional Information



Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

Short-Listed Candidates

An online search will also be carried out as part of due diligence on all short-listed candidates.

All short-listed candidates are required to complete a criminal record self-disclosure declaration form prior to interview. If the Trust does not receive your completed declaration, the Trust reserves the right to withdraw the offer of interview.

Verification of Educational/ Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

Feedback

We welcome feedback on the quality and scope of our recruitment process.



Safeguarding

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview.

However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.



Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced Disclosure which provides details of all convictions held on the Police National Computer Database, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the school's Safeguarding Policy can be found here:
[QPHS Policies & Documents](#)

Handbridge Executive Team



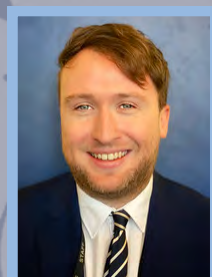
Katrina Brown
Head of School
(Culture & PD)



Tom Kearns
Handbridge Executive
Headteacher



Daryl Goodwin
Assistant Headteacher
Assessment & Data



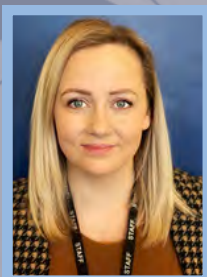
Ashley Jones
Handbridge Deputy
Headteacher
(Quality of Education)



Matt Yeoman
Director Studies &
School Lead (Curriculum,
Transition, Marketing)



Jill Cutler
Assistant Headteacher
Behaviour & Attendance



Lisa Phillips
Senior Assistant HT
Teaching & Learning



Alex Lawrenson
Assistant Headteacher



Zoe Langford
Safeguarding Lead



Jenny Monaghan
Handbridge
SEND Lead

We look forward to welcoming you to The Handbridge Campus

Queen's Park High School and Chester International School (CIS) are part of The Learning Trust (TLT). Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools: Queen's Park High School, Christleton High School and Chester International School, and one primary school: Belgrave Primary School - and discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester. We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.



1. Students are always first - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.

2. Mutual benefit - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.

3. Inclusivity - the Trust will welcome students of all backgrounds and abilities.

4. Freedom to innovate and make decisions - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.

5. Excellence and learning - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.

6. Partnership - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.

7. Fairness - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.

8. Integrity - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.



Darran Jones
Chief Executive
Officer



Paul Heath
Chair of Trustees



QUEEN'S PARK HIGH SCHOOL

I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too! We are very proud to announce that our school was awarded Secondary School of the Year at the Excell Standard Education Awards 2024.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHESTER INTERNATIONAL SCHOOL

Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.

Tom Kearns, Executive Headteacher - Handbridge Campus



CHRISTLETON HIGH SCHOOL

We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.

Kevin Smith, Headteacher



BELGRAVE PRIMARY SCHOOL

Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.

Juliette Benton, Headteacher

Why

The Learning Trust?



We think The Learning Trust is a great place to work

We are committed to building a supportive and inclusive organisation, where wellbeing is taken seriously and where everyone can do their best work and achieve their full potential.

Joining The Learning Trust means there are plenty of opportunities to progress your career and to work with supportive and inspiring colleagues and students who are willing and eager to learn.

There are a range of benefits including competitive salaries, enhanced family friendly policies and tailored professional development.

Our values are deeply embedded in all we do



Nurture • Ambition • Excellence

Benefits

- Cycle to work scheme
- Access to health and wellbeing support via our Employee Assistance Programme.
- A discounted gym membership with Brio Workfit Scheme
- Opportunities for training and further career development:
 - Trust Middle Leaders Development Programme
 - Lead Practitioner training and deployment
 - ECT Support Programme
- Onsite canteen facilities
- Free eye tests for DSE users
- Enhanced family friendly policies - including 2 weeks' paid paternity leave for all employees, plus flexible working policy to support work-life balance.
- Enhanced holiday entitlement and long service recognition: full-year, full-time, support staff receive 25 days holiday plus bank holidays, increasing to 30 days plus bank holidays after 5 years of service, pro-rata for part-time support staff.
- 37 hour per week for full time support staff.
- Our own Wellbeing and Work Reduction Charter
- Trust inset day
- Free Flu vaccinations

Pensions

The Trust operates two pension schemes for staff:

- The Teachers' Pension Scheme for Teaching Staff
- The Cheshire Local Government Pension Scheme for Support Staff

Flexible working

We accommodate flexible working patterns where possible, depending on the role, and we welcome open discussions regarding flexible working requests during the recruitment process.

Terms & Conditions

- The Burgundy Book is incorporated into the contracts of employment of all teachers in The Learning Trust.
- The Green Book is incorporated into the contracts of employments of all support staff in The Learning Trust.
- The Learning Trust honours continuous service, Redundancy Payments Continuity of Employment in Local Government, Modification Order 1999 (RPMO) within the education sector in regard to maternity, sickness, holiday pay and redundancy.