



Henlow Church of England Academy  
Application Pack  
**School Lettings Assistant**

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## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **School Lettings Assistant** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our agreed pupil admission numbers (PAN) is 150 per year group, Years 7 to 11, but due to the changing climate from middle to secondary there are some year groups which are larger and some are smaller at present. Our expectation is that Henlow Academy will stabilise as a five-form entry school over the coming years. We have strong links with our feeder schools of Clifton All Saints, Derwent, Langford, Meppershall and Raynsford and currently house Year 5 and 6 from Meppershall on our school site. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, three Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Operations Manager and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

Our school changed phase from middle to secondary in September 2021. Our first Year 11 cohort completed their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range, an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and a motivated individual who is willing to take on new challenges, embrace change and is keen to join our team of committed professionals.

The application form is available on our website [www.henlowacademy.co.uk](http://www.henlowacademy.co.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

Interviews will take place early October. Applications will be reviewed on a rolling basis, and the position will close as soon as the right candidate is found. We encourage early applications.

HONESTY

ENTHUSIASM

NURTURE

LOVE

ORIGINALITY

WISDOM

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



**Caren Earp**  
**Executive Headteacher**



**Naomi Chalkley**  
**Head of School**

***The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).***

## About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and I am proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in Key Stage 4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

## Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.  
'(they) have the knowledge and skills needed to teach a range of subjects'.***

**Ofsted September 2019**

**HONESTY**

**ENTHUSIASM**

**NURTURE**

**LOVE**

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**WISDOM**

## SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

***'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'***

**SIAMS July 2017**

## Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

### Key Stage 3

**YEAR 7 - 9**

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught elective lessons in mixed year group classes which adds to our community feel.

### Key Stage 4

**YEAR 10 - 11**

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

***'The school's curriculum contributes strongly to pupils' wider personal development.'***

**Ofsted September 2019**

# Our Christian Vision, Aims and Objectives

## Our Christian Vision

**'I have come that they may have life, and have it to the full.' John 10:10**

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

## Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



***'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of students.'***

**SIAMS Inspection June 2017**

**HONESTY**

**ENTHUSIASM**

**NURTURE**

**LOVE**

**ORIGINALITY**

**WISDOM**

## Job Description

**Post:** School Lettings Assistant

**Salary/Grade Range:** NJC Level 2b Points 3-5 £9081.17 - £9369.40 actual, £25,614.26 to £26,380.75 FTE

**Hours:** 15 hours p/w +occasional overtime (6:00pm to 9:00pm with occasional weekend work)

**Reporting to:** Operations & Admissions Officer

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, parents and governors.

### Duties and Responsibilities:

- To retain keys for the facility and maintain the security of the premises and all equipment during lettings.
- Opening the premises prior to scheduled bookings and securing the site at the end of the sessions.
- Ensuring areas relevant to the letting are set up prior to the start of the session as requested and cleared away afterwards, reporting any issues or faults with equipment or facilities as required.
- To maintain cleanliness of lettings areas (eg changing rooms/toilets) ensuring all areas are left tidy and presentable at all times.
- Lifting, moving and handling equipment as required.
- Managing your own time effectively to support all bookings at the agreed times.
- Ensuring site access is given to authorised hirers only, challenging trespassers as necessary.
- Providing First Aid equipment in the event of an accident.
- Delivering excellent customer service.
- Resolving customer queries, escalating as appropriate.
- Compliance with school policies.
- Undertake all relevant training as required.
- Undertaking any other duties as may be reasonably requested within the competence of the post holder such as painting, general maintenance etc.

The School Lettings Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Lettings Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

### Notes:

This job description may be amended at any time in consultation with the postholder.

## Person Specification

|                                                             | Essential | Desirable | Method of Assessment |
|-------------------------------------------------------------|-----------|-----------|----------------------|
| <b>Knowledge/Qualification</b>                              |           |           |                      |
| Basic computer skills – Microsoft Word, Excel and Email etc | x         |           | A I C                |
| <b>Experience</b>                                           |           |           |                      |
| Experience of working in a school/college environment       |           | x         | A R                  |
| Working experience of health & safety legislation           |           | x         | A R                  |
| <b>Personal Qualities</b>                                   |           |           |                      |
| Effective verbal and written communication skills           | x         |           | A I R                |
| Excellent customer service skills                           | x         |           | A I R                |
| The ability to work alone or as part of a team              | x         |           | A I R                |
| A good level of fitness to move and handle equipment        | x         |           | A I R                |
| <b>Other Related Characteristics</b>                        |           |           |                      |
| Awareness of child protection and safeguarding policies     |           | x         | A I                  |

**Key to Method of Assessment – A = Application; I = Interview and assessment; R = Reference; C = Certificate.**