

June 2017

Dear Applicant

Thank you for your interest in the post of **Assistant Site Manager**

JCoSS is an academic, aspirational learning community with an innovative and pluralist Jewish ethos. Opened in 2010 in a new £48m building, our first cohort graduates from Year 13 this summer. The school enjoys an excellent reputation across North London and is heavily oversubscribed, as a result of which we are expanding our intake by 30 places to 210 from 2017. Our early cohorts have achieved outstanding GCSE results, with 40% of grades at A* and A, and just under a quarter of students achieving 9A or better. We have consistently achieved ALPS Grade 2 at both GCSE and A level, putting us in the top 10% for added value, and were amongst the top 100 non-selective schools nationally in 2015. Our 2015 Ofsted inspection graded us Good with a number of Outstanding features, including the 6th form and our provision for students with SEN.

Our staff are enthusiastic professionals who combine commitment and flexibility, and the culture of the school is one of purposeful good humour and humanity. Our families are motivated, eloquent and supportive, with high expectations, and our students are enormous fun to teach. We are determined to offer them the very best academic and vocational education, and to support and challenge all in attaining the highest results and developing open hearts and minds.

We are looking for someone to assist the Site Management team in the operational facilities procedures of the school in premises and health & safety matters. It is essential that the safest possible environment is achieved and maintained for pupils, staff and visitors and that the building is kept in an excellent state of repair. The role spans across a wide range of school support services as detailed in the job description. The overall characteristics for this post are flexibility, practical capability, organisation skills, attention to detail, and the ability to take a broad-view across the whole range of school use, needs and requirements. A willingness to attend training in relevant areas and to communicate this knowledge is essential. The post requires the successful candidate to work rotating shift patterns within the normal site opening times of 7:00-19:00 (plus additional hours when needed). This post will be on a local government NJC scale and you will be eligible for the Local Government Pension Scheme (LGPS).

We are proud of our outward-looking and pluralist Jewish ethos. Our staff and leadership includes colleagues of different faiths, and none, at all levels, and our admissions policy includes priority places for the children of all staff.

Please complete the application form as fully as possible, and attach a separate letter of application. As a guide, this should be no more than two sides of A4, addressing the criteria identified in the Person Specification, explaining how your experience has prepared you for this role and school, and outlining a vision for your contribution to JCoSS. The closing date for applications is 9am on Monday, 3rd July. The planned interviews will be on Friday, 7th July, however we reserve the right to interview before the closing date. Successful shortlisted candidates will be contacted by email or telephone. The successful applicant will take up post as soon as possible.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All posts are subject to satisfactory enhanced Disclosure & Barring Service (DBS) clearance.

Should you have further questions or wish to have a confidential conversation, please contact James Mellor, Site Manager, at the school. We look forward very much to receiving your application.

Yours sincerely



Patrick Moriarty, **Headteacher**