



**BIDDULPH
HIGH
SCHOOL**

Biddulph High School
An Academy



STUDENT SERVICES OFFICER

Required for September 2019

37 hours per week, term-time only

Salary: starting at £18,795 - £19,945 FTE

Actual Salary: £16,249 - £17,243

The Academy is seeking to appoint a dependable, hardworking and experienced Student Services Officer to work with our excellent Pastoral team. The successful applicant will support student behaviour, progress and welfare, both inside and outside the classroom, and assist with pastoral administration in Key Stages 3 and 4.

We are seeking to appoint a team player who will be flexible and positive at all times and who has experience of working with students demonstrating challenging behaviours. The demands of the role require exceptional organisational skills, the ability to multi-task and be proactive, with a flexible approach to working arrangements. Experience of working in an education setting committed to the inclusion agenda is essential.

If you would like to support our students and contribute to our academy environment by working in this busy but rewarding role, we would love to hear from you.

If you are interested in applying for this vacancy, please email Mrs D Whitehurst, the Headteacher's PA, for an application pack: vacancies@biddulphhigh.co.uk or download from the school website: www.biddulphhigh.co.uk

A supporting letter outlining your suitability for the role must be submitted along with your completed application form by the **closing date of Friday 28th June 2019.**

Email: vacancies@biddulphhigh.co.uk

Biddulph High School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting www.dbs.gov.uk

We are committed to equality and welcome applications from all sections of the community.

Biddulph High School

Conway Road, Knypersley, Stoke-on-Trent, Staffordshire, ST8 7AR Tel: 01782 523977

Headteacher: Mr S P Ascroft BSc (Hons) MA NPQH

“Working together to achieve our personal best”