



March 2019

Dear Applicant

**Re: Application for the post of business manager**  
**Grade 12 (£35,727 - £39,405)**

Thank you for your interest in this position. You will find attachments and relevant information pertaining to the post within the application pack.

Brockington College is a highly successful 11-16 school with 1,250 pupils currently on roll. We converted from an 11-14 high school to an 11-16 school in September 2015 and our first cohort of Year 11 pupils took their GCSE examinations in the summer term of 2017. Pupils attending the school live in the catchment villages of Enderby, Narborough, Huncote, Thurlaston and Croft, and the school is a popular choice for pupils from a wide out of catchment area from Leicester city to the north and Stoney Stanton to the south.

Our first set of GCSE results in 2017 were extremely gratifying and reflected all of the hard work put in by members of staff and pupils at Brockington College. The second set of results in 2018 were even stronger, as we continue to develop our practice in respect of Key Stage 4 pupils. Our 2018 cohort comprised over 280 pupils and we are very proud to state that our Progress 8 measure is currently at +0.12 and that each of the Progress 8 buckets has a positive score attached to it. Our star performer in 2018 gained ten grade 9s, 75% of our cohort gained at least a grade 4 in English or maths, 67% of our cohort gained a grade 4 and above in both English and maths and we are equally proud to state that every single pupil graded.

However, we have far more to offer our pupils than academic achievement alone. Our Church of England Academy Status is central to the life of the college and, although we have pupils from a variety of faith backgrounds, the strong Christian ethos of the college is the firm foundation for all that we do. The ethos runs so strongly through college life that it was graded as outstanding in our latest Statutory Inspection of Anglican Schools in December 2015, as well as by Ofsted in November 2017. Consequently, in order to help pupils '*learn to live life to the full*', we place strong emphasis upon respect and tolerance for one another; provide a vast range of social and academic support for pupils; have an enrichment programme of clubs and trips that is second to none, along with a team of staff committed to facilitate these aims.

Added to this, we are fortunate to have the benefit of a school building that is only 10 years old. Consequently, our facilities are 'state-of-the-art' and make a strong contribution to teaching standards and to pupil and staff well-being. These facilities were further enhanced in September 2015 with the addition of a new suite of 18 classrooms and offices to accommodate the increase in our pupil numbers. The building also hosts daily lettings for sport and other activities, lettings to the public for weddings and a variety of other events, as well as being used by a range of community users during the daytime. We revel in this opportunity to be at the centre of our community and to model our commitment to the Christian ethos and learning to live life to the full.



We require a full-time business manager to act as the leading support staff professional at the college, promoting the highest standards of business ethos within the administrative function of the college and to strategically ensure the most effective use of resources in supporting the school's improvement plan.

This role has become available due to the career progression of the current post holder within the multi academy trust that Brockington College has led into formation alongside a group of primary schools. The role will provide variety and challenge, at a time when the school is entering into an exciting new phase, working collaboratively across seven schools within Embrace Multi Academy Trust. We are excited by the opportunity and challenge that the formation of the new trust provides and we are seeking to appoint a committed professional looking for a role that requires flexibility and adaptability, alongside the opportunity for career progression.

Our members of staff are incredibly hard working and caring and we expect all employees to adopt these standards and support the values and ethos of the college, of which we are very proud. In return, you will be part of the senior leadership team within a school that values and invests in your development, whilst providing the mutual support to help you and our pupils to be successful.

I hope that you are motivated by the possibility of joining us at such an exciting time in education, both nationally and at Brockington. If you wish to join us, you will need to be visionary, positive, reflective, resilient, hard-working and effective, committed to our ethos and have a good sense of humour!

If you are encouraged to submit an application, please also provide a letter of application outlining the skills, abilities and experience that make you a suitable candidate for this position. The letter should be no longer in length than two sides of A4 word-processed text (font size 11 minimum).

The closing date for applications is Monday 1 April 2019 at 9.00 am, which should be sent via email to [recruitment@brockington.leics.sch.uk](mailto:recruitment@brockington.leics.sch.uk). Interviews will take place shortly after the closing date and we will invite selected candidates to attend by email.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.

If you require any further details or would like to visit the college prior to an application, please contact my Personal Assistant, Louise Nixon, via [ppa@brockington.leics.sch.uk](mailto:ppa@brockington.leics.sch.uk).

Yours sincerely



Mr Chris Southall  
Principal

