



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



APPLICANT INFORMATION PACK

Reprographics Technician
St James's C of E High School



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Reprographics Technician

Grade B SCP 3 – 4 (£24,027 - £24,404) FTE

Actual Salary £13,118.86 - £13,324.70

23 Hours per week

Term Time Plus 10 days

Permanent Contract

Required ASAP

Closing date: Monday 10th February 2025 @ 9.00am

Interviews: TBC

WELCOME TO THE BISHOP FRASER TRUST

From Mrs Tuesday Humby, Chief Executive Officer

Dear Applicant,

In January, I took on the role of chief executive at The Bishop Fraser Trust, and I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows;

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



The Trust's vision is based on our strongly held Christian values: **“To allow all children to experience ‘Life in all its fullness’, no matter what their starting point.”** We offer a high quality, inclusive and distinctive education within a caring and nurturing environment based on our Christian values, recognising the uniqueness of each child.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

We became a Trust to secure the special nature of our individual schools as we do not think that one size fits all. Our schools still retain considerable autonomy over their curriculum to ensure it is the best possible offer for the context of the school.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer

WHY WORK FOR THE BISHOP FRASER TRUST?

Professional development

Making thousands of professional decisions every day requires the best evidence, knowledge, and professional wisdom to secure the best outcomes for our children. At TBFT, we recognise the importance of investing in our staff and placing continuous professional development (CPD) at the heart of our efforts to engage, develop, and retain the best talent. We offer a range of development opportunities and strong career pathways for all roles within the Trust. Whether through internally run programmes or partnerships with external providers, we provide accredited and bespoke training programs, including a range of NPQs to support teachers and leaders at all levels. Moreover, we collaborate closely with other educational leaders to deliver high-quality CPD in pedagogy, behaviour management and curriculum development. Through steering groups, forums, improvement networks, peer reviews and conferences, you'll have the support and challenge of your peers from across the trust, fostering opportunities to network and collaborate.

Equality, diversity, and inclusion

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce. We want to become a more diverse organisation at senior levels, and so welcome applications from black and ethnic minority candidates who are currently under represented. We always hire on merit and welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils. Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed

Wellbeing and support

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing. From an employee assistance programme for you and your family, a counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts and more, we strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another. We also value the need for refreshment and re-energisation, offering generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways. We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further.



ST JAMES'S CE HIGH SCHOOL

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office@st-james.bolton.sch.uk • www.st-jamesbolton.org.uk

WELCOME TO ST JAMES'S C.E. HIGH SCHOOL from the Mrs Catherine Anderson, Headteacher

Dear Applicant,

Thank you for your interest in our current vacancy here at St James's Church of England High School.

St James's High School is ambitious for every young person and we work to ensure young people grow to be ambitious for themselves. Our whole staff team work hard each day to ensure every student, no matter what their starting point, reaches their full potential. Our current vacancy gives you the opportunity to join us in this mission of working with young people to shape their futures. We really are in the business of changing lives!

Our relentless ambition doesn't stop with the students. If you choose to join our staff team, we will invest in you and give you the opportunity to grow and develop here.

Our church school ethos underpins our success. We have an exceptional pastoral system which

supports every student. We also understand the importance of nurturing your staff team. I understand as headteacher that I have a responsibility to make the job both 'doable' and enjoyable. We describe ourselves as a family here at St James's, this means we work together harmoniously, we support each other and we approach our work with good spirits, optimism and good humour.

We were last visited by OFSTED in November 2022. Please read our glowing report (available on our school website) to give you a snapshot of our school. We were graded as 'good' with behaviour and attitudes; personal development as well as leadership and management at the school being described as 'outstanding'.

We are proud members of the Bishop Fraser Trust and by joining our school you are joining a wider

family of schools who work together in the best interests of all the young people in our schools. You will find further information about our school and our Trust via our website.

Thank you in advance for your application. Unfortunately, we do not have the capacity to respond to every applicant. If you have not been contacted within 2 weeks of the closing date, please assume your application has been unsuccessful.

I wish you luck with your application.

Yours faithfully

Catherine Anderson
Headteacher



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ABOUT OUR SCHOOL

St James's is a Church of England Secondary School, judged 'Good' with Outstanding features by Ofsted.

The school motto of '**Caring for Others † Achieving Excellence**' is central to everything we do. When young people join the school, they become part of the school family and through this develop their potential through academic success, personal and social development and self-discipline, based on the beliefs and values of Christian faith.

The school curriculum offers a personalised approach, meeting the needs and abilities of each young person, whether they are high attainers or have special educational needs.

It is very important that students feel confident and secure at school and display the Christian values of respect for self and others. The school was rated as "Good" with behaviour and attitudes; personal development as well as leadership and management at the school being described as 'Outstanding' by Ofsted and the school takes pride in the close links it has with parents and carers. Work within the community, locally and internationally, allows students to see how they can take an active role in society and make a difference in the world.

Pupils and parents are expected to be fully supportive of the Christian principles which form the foundation of the education and care provided. The school intake reflects the commitment of parents to our Christian foundation and also recognises other faiths and service to others.

Please read our Ofsted report here:

https://st-jamesbolton.org.uk/docs/Ofsted_Report_2022.pdf



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STAFF TESTIMONIALS

We asked staff if they would be willing to share their views on working at St James's Church of England High School with others who may be interested in joining our family, here are a few of their comments:

Our School Chaplain: "If I was to sum this place up in one word, it would be family. St James's is a team of hugely talented and massively dedicated staff who care for each other and the pupils within our care."

Teaching Assistant: "It's great to work here. Colleagues are friendly and helpful. You feel supported and the pupils are great."

Administration Team Member: "I love working at St James's. I feel I am listened to and valued by my line manager. Work is such a big part of your life so I think it's really important to enjoy where you work and what you do."

Pastoral Colleague: "When an opportunity to work at St James's arose, I had to give it some serious consideration, no matter how happy or settled I was in my previous job. Walking through the door the first time, I was made to feel very welcome by both pupils and staff alike. I knew instantly that I wanted to work at St James's. Since starting, I feel settled, comfortable and very happy in my surroundings in a school where people really do care for each other."

Teaching Staff Member: "For me, one of the most refreshing things about working at St James's is the support network available to staff and the emphasis on professional development. Within departments, and at a whole school level, there is support and advice swapped freely between colleagues. Moreover, if there is a particular area you are interested in, the school encourages and supports progression which ultimately leads to more job satisfaction."

Head of Department: "A lovely, friendly school where you can actually teach and enjoy your job! At St James's it isn't just about the results it is about the child, our ethos and each other."



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LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.

Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both towns have a rich industrial heritage and have a number of museums, galleries and historical landmarks that showcase this. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes.

There is a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.

Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with our Universities in the area such as Manchester University and MMU.





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HOW TO APPLY

We hope that you have enjoyed reading about The Bishop Fraser Trust and our school and that you will feel able to apply for this post.

To apply, please complete the application form via [Vacancy Detail -SCH-TBFT-0039 - SAMpeople Recruit](#)

Please do not send CV's or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also include within the body of your application form a **statement of no more than two sides of A4** to explain why you want to work at our school, why you are the best candidate for this post and what you would contribute to our Trust and school, with examples from your recent work if possible. We are keen to learn about your impact and your educational philosophy.

We will not be able to consider late applications.

In accordance with the General Data Protection Regulations, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful. Our recruitment privacy notice with further details is available both on our school website.

If you do not hear from the school within two weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The school has an Equal Opportunities Policy. If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact recruitment@thebishopfrasertrust.co.uk to discuss any requirements.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out reference checks, an enhanced DBS