



**THE BISHOP  
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



# APPLICANT INFORMATION PACK

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**Exam Invigilator**

**Bury Church of England High School**



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## Exam Invigilator

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

Actual Salary £12.45 - £12.64 per hour

As And When Required During Exam Periods

Casual Contract

Required ASAP

**Closing date: Thursday 3rd April 2025 @ 9.00am**

**Interviews: Tuesday 22nd April 2025**

# 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.



# BURY CHURCH OF ENGLAND HIGH SCHOOL

Haslam Brow, Bury, BL9 0TS • 0161 797 6236 • [offman@burychurch.bury.sch.uk](mailto:offman@burychurch.bury.sch.uk) • [www.burychurch.bury.sch.uk](http://www.burychurch.bury.sch.uk)

## WELCOME TO BURY CHURCH OF ENGLAND HIGH SCHOOL

Dear Applicant,

Thank you for your interest in Bury Church of England High School. I hope the information provided here gives you what you require at this stage as you consider whether or not to apply for the post.

We are creating a true centre of excellence where every child and member of staff is valued and encouraged to "let their light shine".

We are a school with a rich history which has served Bury for more than 250 years and which remains at the heart of the community.

We are proud of the school's good practice and high standards of achievement. Like any school we also have our challenges, but through our collective efforts, The Governors of the IEB, staff, parents and community partners are committed to improving the effectiveness of the school yet further. Our aim is to provide a high-quality educational experience for our pupils as we help to prepare them for adulthood and lifelong learning.

If you can work collaboratively, are emotionally intelligent and resilient, then Bury Church of England High School is a good place to be.

The Governors of the IEB seek to appoint a well-qualified, innovative and committed individual who will support the values, aims and ethos of the school and work hard with us to help realise our vision.

We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on our website. We hope you will find the details informative and of interest to you. If there is anything else you would like to know, please do not hesitate to contact us and also, if you wish, we can arrange a tour of the school prior to you submitting an application.

Completed applications can be emailed to [recruitment@thebishopfrasertrust.co.uk](mailto:recruitment@thebishopfrasertrust.co.uk). You should only submit your application one way. Please do not send your application to any other email address.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful. Whatever the outcome, we thank you for your interest.





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## LIVING AND WORKING IN BOLTON AND BURY

### Bolton and Bury are great places to work!

**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**  
[Vacancy Detail -SCH-TBFT-0062 - SAMpeople Recruit](#)

We will not be able to consider late applications.

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

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.

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.

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.

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](mailto: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